



# PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

## NOTICE 72/2026 – EXTERNAL VACANCY

Written applications on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:

### **COMMUNICATIONS INTERN**

**Directorate: Office of the Municipal Manager**

#### **REQUIREMENTS**

- A National Diploma or Degree in Public Relations, Communications, Journalism, Marketing or relevant qualification
- Computer literacy (MS Office)
- Good interpersonal, communication and organizational skills
- Ability to work under pressure and pay attention to detail
- Effective communication skills in at least two of the three official languages of the Western Cape
- Basic knowledge of social media platforms and digital communication tools
- Must be willing to work overtime and/or attend meetings after normal office hours when required
- No prior work experience required (graduates are encouraged to apply)

#### **KEY PERFORMANCE AREAS**

- Assist with the coordination and implementation of communication, marketing and media-related programmes and projects
- Support the development and maintenance of internal and external communication platforms
- Draft media releases, newsletters and other communication materials
- Assist with content creation for municipal website and social media platforms
- Support community engagement and public participation initiatives
- Assist with organizing municipal events, campaigns and outreach programmes
- Attend meetings, record discussions and compile minutes when required
- Assist with handling enquiries and correspondence
- Provide administrative support to the Communications Unit
- Promote the corporate image of the Municipality through branding and communication activities

#### **SALARY**

R 100 000,00 per annum (all-inclusive)

#### **STATUS OF POSITION**

One-year fixed term contract

**CLOSING DATE**


**Friday 15 May 2026 at 15h00.**

**GENERAL**

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 15 MAY 2026 at 15h00.**
2. Applicants are encouraged to submit applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za) .
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

<b>Job-related enquiries</b>	<b>Mr. Matthys Giliomee</b> Tel: 023 541 1036 Email: <a href="mailto:thys@pamun.gov.za">thys@pamun.gov.za</a>
<b>Human resource, recruitment and selection process enquiries</b>	<b>Mr. Abridon Sass</b> Tel: 023 541 1036 Email: <a href="mailto:abridon@pamun.gov.za">abridon@pamun.gov.za</a>

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.
6. Please note that the following will lead to disqualification:
  - 6.1) Non-submission of copies of academic qualifications/records.
  - 6.2) Canvassing of Councillors.
  - 6.3) Submission of fraudulent qualifications and/ or documents.



**GWYNNEFER HARDING**  
**ACTING MUNICIPAL MANAGER**  
**DATE: 29 APRIL 2026**