



## KEETMANSHOOP MUNICIPALITY

### VACANCY: PUBLIC RELATIONS OFFICER (PRO)

**Department:** Office of The CEO

**Paterson Grade:** C3

**Duty Station:** Keetmanshoop

**Reporting To:** Chief Executive Officer

**Salary and Benefits:** Basic Salary - N\$ 225 615.00, Transport Allowance - N\$ 7 704.00, 40% Housing Subsidy / 20% Housing Allowance, 85% Medical Aid, 21.7% Pension, 13<sup>th</sup> Cheque,

**PURPOSE OF THE JOB:** The Public Relations Officer (PRO) is responsible for serving as a central source of information about Keetmanshoop Municipality and as an official channel of communication between Keetmanshoop Municipality and its stakeholders including the Public bringing to Stakeholders attention, through appropriate media, significant facts, opinions, interpretations that will enhance Keetmanshoop Municipality's image and brand and foster an understanding of its business amongst all stakeholders and the general public.

<b>Qualification Required:</b> An appropriate three (3) year tertiary qualification in English, Journalism, Communications or a closely related field from an accredited University.	<b>Key Performance Areas:</b> <ul style="list-style-type: none"><li>• Public Relations Management</li><li>• Information Dissemination</li><li>• Speech Writing</li><li>• Media Liaison</li><li>• Web Site Maintenance</li><li>• Producing promotional Material relating to PRO duties</li><li>• Events Management</li><li>• Preparing Press releases</li></ul>
<b>Experience:</b> Four (4) years of (full- time equivalent) verifiable professional public information program and speechwriting and/ or scriptwriting experience with utilization of a wide variety of media.	
<b>Other Requirement:</b> Possession of a valid Code 08 Drivers will be an added advantage	

Applicants who comply with the above-mentioned requirements may submit their written applications, and certified copies of educational qualifications to:

**The Chief Executive Officer, Keetmanshoop Municipality Private Bag 2125, Keetmanshoop, 063 221 211 or hand delivered at Keetmanshoop Municipality, 37 Hampie Plichta Street, Keetmanshoop**

**All Foreign qualifications Must be accompanied by an evaluation Report from NQA.** Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only shortlisted candidates will be contacted for interviews. Affirmative Action principles will be applied.

For enquiries kindly contact: Mr. Adam Isaak on 063 221 224

**Closing Date: 26 March 2024**