



MOHOKARE
LOCAL MUNICIPALITY



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www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

PUBLIC PARTICIPATION OFFICER: OFFICE OF THE SPEAKER

INTERNAL/EXTERNAL ADVERT

(Fixed-Term Contract linked to the term of the Speaker)

Ref No.: PPO/Speaker/07/2025

Position: Public Participation Officer: Office of the Speaker

Remuneration: R493,482.60 (Total Cost to Employer)

Station: Zastron

Date of Publication: 16 July 2025

Closing Date: 02 August 2025

Requirements:

Have a 3-year National Diploma in Public Relations or an equivalent related qualification. Have a valid driver's license. Must have at least 3 years working experience.

Key Responsibilities:

Manage all public participation programs/projects to ensure well-presented and organized events on behalf of the municipality by:

- a) Leading, planning and controlling the various administrative functions of the public participation programs;
- b) Implementing all new policies and procedures, circulars, including guidelines which impact on the public participation programs;
- c) Overseeing the activities of coordinators and appointed service providers and provide guidance on project management, participatory models and other associated concerns related to such projects;
- d) Preparing and submitting regular reports to the Speaker/Municipal Manager on the development and implementation of such programmes/events; and
- e) Ensuring compliance with administrative regulations, codes and procedures applicable to the public participation programs.

For enquiries contact the Human Resources division on 060 786 4830. **ONLY MUNICIPAL APPLICATION FORMS** (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Director Corporate Services
Ms. LG Ceba
Mohokare Local Municipality
P.O. Box 20
Zastron
9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.



Mr. MS Mohale
Acting Municipal Manager