



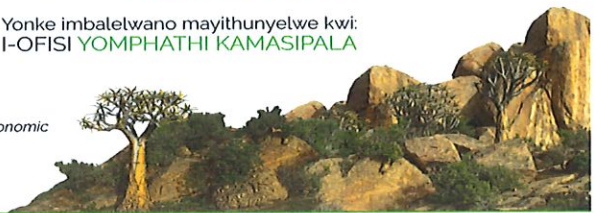
Nama Khoi Local Municipality

Posbus / P. O. Box 17
 Privaatsak / Private Bag X22
 SPRINGBOK, 8240
 TEL: 027 718 8100
 FAX: 027 712 1635
 EMAIL: info@namakhoi.gov.za
 WEB: <https://www.namakhoi.gov.za/>

VISION: Building tomorrow, today.

MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addressed to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwi: I-OFISI YOMPHATHI KAMASIPALA



INTERNAL AND EXTERNAL ADVERTISEMENT

Re - advertisement (Applicants who applied previously are encouraged to re – apply)

VACANCY	COMMUNICATIONS OFFICER
Ref. Nr	56/ 2026

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified people.:

Job Title	Salary	Department	Location	Term
Communications Officer	TG T11 (R30 364.86 – R39 417.63)	Office of the MM	Springbok	Permanent

Details of the vacancy:

MINIMUM REQUIREMENTS	DUTIES
• Qualification: Grade 12. National Diploma or Degree in Marketing/ Public Relations/ Journalism. Valid Code B driving license. • Experience: 3 years' experience in Marketing, Public Relations or Journalism • Skills: Writing and Editing skills, Presenting /Public speaking skills, Social Media management skills and digital proficiency skills • Knowledge and Scope of work: Coordination of internal/external communication and public relations programmes to build and sustain a positive reputation for the organization.	• Communication/ public information coordination • Communications & objectives • Administration

The competency level for this position is based on Annexure A of the Municipal Staff Regulations Government Notice No.890, Government Gazette 45181,20 September 2021: Communication Competency Framework : Level 2.

Core Professional Competencies	Functional Competencies	Public Service Orientation	Personal Competency	Management /Leadership
• Communication • Organizational Awareness • Conceptual Thinking	• Project Management • Financial Management • Information Measuring and Monitoring • Technology Usage	• Service Delivery Orientation • Interpersonal relationships • Customer Orientation and customer focus	• Action Orientation • Resilience • Accountability and Ethical Conduct • Learning Orientation	• Direction Setting • Impact and Influence • Coaching and Mentoring • Team Orientation



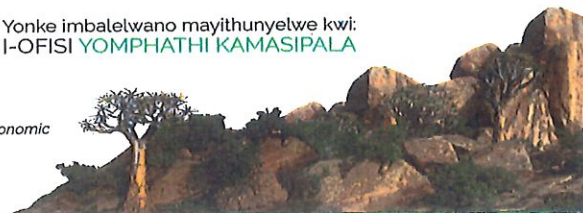
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HOW TO APPLY FOR A VACANCY AT NAMA KHOI MUNICIPALITY

- All applications must be submitted on the official *Nama Khoi Local Municipality Application Form*, available at all municipal offices and on the municipal website at: www.namakhol.gov.za

ALL APPLICATIONS MUST INCLUDE:

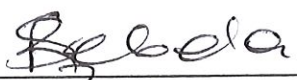
- A complete and signed **Application Form**
- A signed **NKLM Consent Form** (available with the application form)
- A **comprehensive CV**
- **Originally certified copies** of your **ID** and **academic qualifications**

COMPLETED APPLICATIONS MAY BE:

- **Hand-delivered** to any local municipal office in a sealed envelope clearly marked **"Application for Vacant Post"**, and addressed to:
The Acting Municipal Manager
Mrs RPS Sebela
P.O Box 17, springbok, 8240, or
Emailed to: info.recruitment@namakhol.gov.za with all required documentation attached in PDF format.
- Applicants must grant permission for the Municipality to verify qualifications and references by submitting the completed **NKLM Consent Form**.
- **Incomplete applications** (including those missing any of the required forms, documentation, or submitted after the closing date) will **not be considered**.
- Only candidates who meet the minimum qualification and competency requirements will be shortlisted.
- Communication will be limited to shortlisted candidates only.
- If you have not received feedback within **eight (8) weeks** after the closing date, please consider your application **unsuccessful**.
- Appointments will be made in accordance with the Municipality's approved **Employment Equity Plan**. The Municipality reserves the right **not to fill** any advertised positions.

For further enquiries, please contact: Ms. Keikanne Letsela at: hrman@namakhol.gov.za

THE CLOSING DATE FOR ADVERTISED VACANCY IS 18 SEPTEMBER 2026.



MRS. RPS SEBELA
ACTING MUNICIPAL MANAGER