



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
J MASIPALA WASECAPE AGULHA:



EXPANDED PUBLIC WORKS PROGRAMME
Creating opportunities towards human fulfillment



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
J MASIPALA WASECAPE AGULHA:

CAPE AGULHAS PROMOTES AND APPLIES THE PRINCIPLES OF EMPLOYMENT EQUITY PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

**DIRECTORATE
OFFICE OF THE MUNICIPAL
MANAGER**

DEPARTMENT

Strategic Planning & Administration

**EPWP: INTERNAL AND EXTERNAL
COMMUNICATION ASSISTANT**

REQUIREMENTS:

- Gr.12 (matric certificate)
- Post Matric qualification with Public Administration or any administration related qualification.
- A communication related qualification will be an added advantage
- Computer literacy (MS office)
- Good written and oral communication skills
- Applicant must be proficient in at least two of the three languages of the Western Cape i.e IsiXhosa, English or Afrikaans.
- Please attached a Curriculum Vitae (CV)

SALARY

R350.00 per day

KEY PERFORMANCE AREAS:

- Assist with internal & external newsletters
- Performance tasks / activities associated with social media and app information sharing and updating
- Assist with keeping the municipal website up to date, social media responses relating to the municipality's functions and activities.
- Prepare sets and assist with photographic and video shoots.
- Assist with administration of the complaint system (loading of Complaints and drawing reports)
- General office administration and assisting in times of disaster.

**REFERENCE NUMBER: 4/4/3/6:
148953**

HOW TO APPLY:

STEP 1: Complete the attached EPWP Application form. Hard copies of this form can be obtained at your nearest Municipal Office or at (OLD Nedbank Building) in Bredasdorp.

ENQUIRIES: Mrs T. Stone

STEP 2: Attached certified copy of your identity document, Curriculum Vitae (CV) and supporting documents such as certified Certificates etc.

STEP 3: Proof of banking details (bank letter / bank statement)

STEP 4: Submission of application can be hand delivered or emailed together with your certified Identity document & proof of Banking Details to your nearest Municipal Office or submit at (OLD Nedbank Building) in Bredasdorp.

CLOSING DATE:

05 July 2024

ELIGIBILITY:

All unemployed & disabled persons, registered on the CAM database.

LOCATION:

Cape Agulhas Area

Office of the Municipal Manager: (STRATEGIC SERVICES)	
Cape Agulhas Municipal Area	1X INTERNAL & EXTERNAL COMMUNICATION ASSISTANT (01 August 2024 – 18 December 2024)