STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

STAKEHOLDER AND PUBLIC RELATIONS OFFICER
(LINKED TO TERM OF EXECUTIVE MAYOR)
OFFICE OF THE MAYOR
CORPORATE SERVICES
REF: CS/CS/EM/01

Minimum Requirements: A relevant three-year tertiary qualification, preferably a National Diploma/ B degree in Journalism or Media Studies, Marketing or Brand Management, Public Relations, Communications Science, Political Science or Public Management or equivalent • At least 2–5 years of relevant experience in a media, communications, or public relations environment • Valid Code EB/B Drivers licence •Strong computer literacy (MS Office, Outlook).

Other Requirements: Proficiency in two of the three official languages of the Western Cape (English, Afrikaans or isiXhosa) • Experience in a political or municipal environment will be advantageous. Human relations, Interpersonal skills and Communication and Conflict Resolution Skills • Media Liaison, Digital and Multimedia Skills • Multimedia and Digital Communications. Ability to ty to maintain confidentiality • Ability to work under pressure, work extended and irregular working hours.

Responsibilities: Facilitate transparent communication between the Executive Mayor's office and various stakeholders of the community Planning, coordinating and implementing stakeholder management, public relations, multimedia and digital communication initiatives • Research and Speech writing on behalf of the Executive Mayor • Responsible for ensuring effective engagement, strong public visibility, positive public perceptions and alignment with municipal priorities, while leveraging modern digital and multimedia platforms • Responsible for managing all media relations and public communications on behalf of the Executive Mayor • Ensuring accurate, timely and strategic dissemination of information to the public, stakeholders and media • Responsible for promoting the Executive Mayor's programmes and strengthening the Municipality's public image • Rendering effective communication and media services to the Executive Mayor • To ensure that long-standing and outstanding complaints receive immediate and remedial action and to facilitate a culture of service delivery in terms of the Municipality's values • To ensure that assistance is given regarding strategic presentations to other spheres of government • To ensure adherence to legislation and collective agreements • To support main job functions in the Office of the Executive Mayor and to ensure a quality public relations service delivery • To ensure the effective functioning and utilization of the communication and public relations function and to make improvements where necessary.

Job related enquiries: Mr Donovan Muller 021 808 8314

General Enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or Ms Lisa Patience 021 808 8064

Salary: R 451 096.32 – R 585 519.36 **Plus Benefits**

Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: corporatejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.

Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Closing date: 11 December 2026

Stellenbosch Municipality is an Equal Opportunity employer. Appointments will be made in accordance with the Municipality's approved Employment Equity Plan (EE Plan) in terms of section 20 of the Employment Equity Act 55 of 1998. Candidates from the designated groups, especially those with disabilities, are encouraged to apply. Candidates are encouraged to self-identify their designated group status on the application form. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za The Council reserves the right not to make an appointment and to add/amend/change the salary package.