



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

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. A valid South African driver's license (Code E / EB). 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 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: Donovan Muller: 021 808 8314

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

Salary: R 420 598,99- R 545 953,71

Plus Benefits

NOTE: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of T.A.S.K outcome

Applications, clearly marked and accompanied by a completed official application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and all documents required in terms of the minimum requirements of the advertisement, details of contactable referees, must be emailed to Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate:

corporatejobs@stellenbosch.gov.za

Applicants who do not meet all/any minimum requirement(s) of the post, or who fail to submit all required supporting documentation, will not be considered. Applicants are reminded that submission of an official Stellenbosch Municipality application form is compulsory. Application forms are available on the Stellenbosch Municipal website: <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be submitted via the provided email address only. No hand-delivered or posted applications will be accepted or considered.

*Please note: By applying for this position, candidates consent to verification checks relating to qualifications, criminal records, and any other relevant screening processes, and must be willing to be subjected to a rigorous evaluation and selection process. **Please note where driver's licenses are required shortlisted candidates will undergo a driver competency test.** Receipt of applications will not be acknowledged, and supporting documentation submitted will not be returned.*

Canvassing with Councillors, any decision-maker, or any member of the Selection Committee is strictly prohibited, and proof thereof will lead to disqualification.

Closing Date: 01 June 2026

Stellenbosch Municipality is an Equal Opportunity Employer. Candidates from designated groups, including persons with disabilities, are encouraged to apply. The provisions of the Employment Equity Act will be considered as part of the selection criteria and process. If you do not receive any feedback within ten (10) weeks after the closing date, please consider your application unsuccessful

For more information on vacancies, visit www.stellenbosch.gov.za.

The Council reserves the right not to make an appointment and further reserves the right to amend, vary or change the remuneration package attached to the post.
