



**BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT**

NOTICE NR: 88/2026

**REF NR: HRRS/07/2026-CAPPROJECT
FIXED TERM PROJECT WORK: 12 MONTHS
COMMUNICATIONS PRACTITIONER
DEPARTMENT: CORPORATE SERVICES**

Salary: R 25 000.00 per month (R 300 000.00) per annum NO BENEFITS THAT'S NORMALLY APPLICABLE TO PERMANENT STAFF

Beaufort West Municipality invites suitably qualified and experienced candidates to apply for a fixed-term contract position as Communications Officer within the Directorate: Corporate Services.

The successful candidate will support the municipality in strengthening institutional communications, improving public information dissemination, enhancing stakeholder engagement, and aligning municipal communications practices with broader provincial and local government communication standards.

Job Purpose:

To lead and coordinate communication support functions within the municipality through strategic communication planning, media liaison, digital communication, stakeholder engagement and public information dissemination in order to strengthen transparency, public awareness and institutional reputation.

Requirements:

- Degree or National Diploma in Communications, Public Relations, Journalism, Media Studies or related field.
- Minimum of 2–3 years' relevant communications experience, preferably within government, municipalities, public sector or community-based environments.
- Excellent writing, editing and proofreading skills.
- Experience in media liaison, content development, digital communication and social media management.
- Ability to draft press releases, speeches, media statements and stakeholder communication material.
- Knowledge of municipal government and public sector communications will be advantageous.
- Ability to work independently, use initiative and manage multiple communication priorities under pressure.
- Competency in Microsoft Office and digital communication platforms.
- Valid Code B driver's licence will be advantageous.

Knowledge and Scope of Work:

Coordination of internal / external communication and public relations programmes to build and sustain a positive reputation for the organisation.

Key Performance Areas:

- Develop and implement municipal communication initiatives and campaigns.
- Draft media statements, speeches, notices, newsletters and public communication material.
- Manage municipal social media platforms and website content.
- Coordinate media enquiries and support stakeholder engagement initiatives.
- Support crisis and emergency communication where required.
- Promote community awareness programmes and public participation initiatives.
- Assist with branding, visibility and reputation management activities.
- Monitor media coverage and compile communication reports.
- Provide communications advisory support to management and municipal programmes.

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 **pages 120 Level 2.**

Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf for municipal staff regulations.

| CORE PROFESSIONAL COMPETENCIES | FUNCTIONAL COMPETENCIES | PUBLIC SERVICE ORIENTATION COMPETENCIES | PERSONAL COMPETENCIES | MANAGEMENT / LEADERSHIP COMPETENCIES |
|---|--|--|---|---|
| <ul style="list-style-type: none"> • Communication • Organisational Awareness • Conceptual Thinking • | <ul style="list-style-type: none"> • Project Management • Financial Management • Information Measuring and Monitoring • Technology Usage | <ul style="list-style-type: none"> • Interpersonal Relationships • Service Delivery orientation • Customer orientation and customer focus | <ul style="list-style-type: none"> • Action and outcome orientation • Resilience • Ethics and Accountability • Learning Orientation | <ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring |

Job Related Enquiries: Mrs. SCA Philander-Pietersen – 023-4148100/ 8165
General HR Enquiries: Mr. Adriaan Duimpies – 023-4147549

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable.

hand delivered at the office of the Acting **Municipal Manager** at
112 Donkinstreet, Midtown, Beaufort West, 6970.

OR email to erecruit@beaufortwestmun.co.za

Application forms can be obtained from the Municipal website,
<https://www.beaufortwestmun.co.za/resource-category/application-forms?category=103> and must reach
the Human Resource Department on or before

FRIDAY 29 May 2026 at 12:00.

**Applicants must clearly state the reference number and position title in the subject line of the email.
Applicants are required to complete the application form in full.**

Disqualification:

Please note that the following will lead to disqualification:

- Not using the formal BWM5 application form.
- Non-submission of required documents or submission of fraudulent documents. Canvassing of Councilors and/or officials with the aim to be appointed.
- Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

Beaufort West Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of a fixed term employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: FRIDAY 29 MAY 2026 AT 12:00.

**G Esau
ACTING MUNICIPAL MANAGER**

15.05.2026