

**Address of Registered Office:**

Old Government Printers  
No.5 Textile Road  
Vulindlela Heights  
Mthatha  
5100

**Postal Address:**

P.O Box 1134  
Mthatha, 5100



**Tel :** +27 (0) 47 531 0346

**Fax:** +27 (0)47 531 4121

**E-Mail :** info@ntinga.org.za

**Website :** www.ntinga.org.za

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**External Advertisement: Ref No: HRM/10/2019**

**Ntinga O.R. Tambo Development Agency, SOC Ltd is promoting and facilitation of Socio-Economic Development Agency registered as State Owned Company of O.R Tambo District Municipality, looking for suitably qualified and experienced candidate to fill the following position:**

**1. Communications and PR Officer: CEO's Office**

**Salary Scale - C2 Paterson Grading System**

**Key Performance Areas**

- ✚ Develop and implement internal and external communication plans and programmes of Ntinga SOC, to provide effective communication of relevant information to staff, internal stakeholders and external public (customers and external stakeholders);
- ✚ Serve as spokesperson for the Office of the CEO and convey the policies, interests, values and messages of the entity to the public through various modes of media instruments, and respond to public (existing customers, potential customers, shareholders, media) queries or questions on behalf of the Office of the CEO;
- ✚ Coordinate and successfully organise events and marketing campaigns, planned by the Ntinga, thus contributing to the attainment of the goals planned for such events and campaigns and provide a detailed communication plan for each event;
- ✚ Coordinate media releases and press interviews/ conferences by carefully screening topics, identifying designated personnel for interviews and comments and conducting research on issues/ statements prior to release; and
- ✚ Prepare and develop complete, clear, well-written and edited material for the entity's publications.

**Post Requirements:**

- ✚ Matric + Bachelor's Degree/ National Diploma in Public Relations/ Communications/ Equivalent;
- ✚ 3 years' experience in a Communications or Public Relations environment or both

**Skills Set and Knowledge required:**

- ✚ Must be able to demonstrate Intellectual, Emotional, Physical skills and abilities.

Please forward your application letter, CV, certified ID copy, certified copy of qualifications and driving license to: **Ms. Olwethu Gangata (HR Officer)** Ntinga O.R. Tambo Development Agency SOC Ltd, No.5 Textile Road, Vulindlela Heights, Mthatha 5099; or **Post to: P.O. Box 1134 Mthatha, 5099.**

*Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)*  
*Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M.Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;*  
*Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr. P. Pongwana (CEO)*  
*Company Secretary: Ms. N. Mningiswa*

**Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and women are encouraged to apply. The Board reserves the right not to continue with the interviews and appointment if it feels no suitable candidate could be found. If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful.**

**Enquiries: Mr. S.Matu /Ms. O Gangata: Tel: 047 531 0346.**

**Closing date: 17/10/2019 at 16H00.**

**RECOMMENDED CANDIDATES WILL BE SUBJECTED TO BACKGROUND SCREENING**

  
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**MR P. PONGWANA**  
**CHIEF EXECUTIVE OFFICER**