



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Website: www.thabazimbi.gov.za

Thabazimbi Local Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post. Women and disabled persons are encouraged to apply.

MULTIMEDIA OFFICER **(Office of the Municipal Manager)**

SALARY PACKAGE: Post Level 06 (R244, 640.92) per annum. Additional benefits attached to the position are as follows: ((i) Medical aid cover is subsidized by 60% of the total contribution for family members; (ii) Pension fund contribution by Municipality is 18% of basic salary; (iii) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

MINIMUM REQUIREMENTS: Grade 12 plus a Diploma in Graphic Design/Multimedia Studies or equivalent. Valid Driver's License

EXPERIENCE: 2 years relevant experience.

SKILLS: Broadcast or video production facility, as a freelancer or in an online environment. Editing on Adobe Premier Pro CS6 or Final Cut Pro X. Graphic design on Adobe Photoshop CS5 or later. Vision mixing cameras. Basic lighting. Audio production and editing. Creating audio/video content for online distribution. Experience in web video distribution, Editing in Final Cut Pro and a flair for using computer graphics to produce audio-visuals

KEY PERFORMANCE AREAS: Be responsible for the process of recording and/or streaming audio/video content of municipal events and activities. Do graphic design and layout of posters, pamphlets, etc. while ensuring the corporate identity be carried through in all designs. Assist in managing social media platforms. Work with the communications manager and other communication team members to ensure high quality production of audio and video content. Preparation and planning of multimedia set-up for events. Edit audio and video for a range of productions using relevant editing software. Be able to do live editing and streaming during video and audio broadcasts. Prepare audio/video material and distribute via relevant social media platforms. Keep audio/visual kit in good order, ensure supplies are procured in a timely manner, keep up-to-date records, ensure studio and editing facilities are clean and organized, materials are labelled and filed, and ensure the smooth operation of the studio. Ensure appropriate quality control systems are followed to ensure accuracy and high production standards. Contribute to the ongoing and long term audio/video planning and activities.

CLOSING DATE: 20 SEPTEMBER 2019

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications to:

**The Municipal Manager
Private Bag X530
THABAZIMBI
0380**

NOTICE NUMBER: 39/2019

Application forms are available at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902**

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.

If you are not invited for an interview within 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into.

**TG RAMAGAGA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**