



VACANCY – COMMUNICATIONS AND PUBLIC RELATIONS OFFICER

12 Months fixed term contract (Renewable)

Ezulwini Town Council (EZTC) invites suitably qualified and experienced candidates to perform public relations, internal and external communication duties that includes building and maintaining a positive EZTC public image and reputation, branding, media coverage, internal and external publications and communication. The position reports to the Corporate Services Manager.

Main Responsibilities

- Develop and create communication materials including newsletters, press releases, speeches, brochures, and promotional content.
- Manage and update the Council website, social media platforms, and other digital communication channels.
- Ensure all communication materials comply with Council branding and communication standards.
- Create, schedule, and monitor social media content to enhance public engagement and awareness.
- Manage social media accounts, respond to enquiries, and coordinate timely responses with relevant departments.
- Build and maintain positive relationships with media stakeholders and coordinate media engagements.
- Monitor media coverage and prepare communication and media reports.
- Plan and implement public relations initiatives, customer satisfaction surveys, and crisis communication activities.
- Design and execute marketing campaigns to promote Council services, programs, and events.
- Develop and produce marketing and promotional materials including advertisements, posters, and flyers.
- Coordinate branding, visibility, and publicity for all Council projects, events, and activities.
- Develop and distribute internal communication materials and facilitate effective information sharing across departments.
- Assist in developing communication, media, social media, and branding policies and procedures.
- Prepare monthly reports on communication, marketing, and stakeholder engagement activities.
- Assist in the preparation and management of the unit budget.

PROFESSIONAL QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's Degree in Marketing and Communications, Public Relations and Journalism or equivalent.
- Professional Body affiliation e.g PRISA (Public Relations Institute of Southern Africa).
- 2 – 3 years relevant work experience.
- Social media management certification.
- Interpersonal and Organizational Skills
- Communication Skills
- Writing and Editing Skills
- Time Management
- Multitasking Skills
- Content Creation / Innovation and Creativity
- Stakeholder Management and Networking
- Digital Marketing and Communication tools proficiency
- Media Relations / Public Relations
- Events co-ordination

APPLICATION PROCEDURE

Written applications to be accompanied by a curriculum vitae and certified copies of qualifications.

- Directed to: **The Corporate Services Manager**
- Hand delivery of applications will not be accepted.
- Emailed to: recruitment@ezulwini.co.sz
- Closing Date: **Tuesday 21st July 2026**
- Correspondence will be limited to short-listed applicants.
- Appointment will be subject to verifications, assessments, and reference checks.