

Multimedia Communications Officer

Based in National Office (Pretoria), Ref: 26/07/02
Office of the CEO Cluster

Remuneration package: A competitive salary package with benefits

Our promise to our employees is to give them an opportunity to grow their careers through experiences and connections that inspire them to make an impact

ROLE OVERVIEW

Reporting to the SALGA Spokesperson this role would be accountable for supporting the delivery of multimedia communication outputs across SALGA platforms and programmes, including digital, video, photography, audio-visual, social media and campaign-related content, in alignment with SALGA's communication standards, institutional messaging and strategic profiling priorities.

THE CANDIDATE PROFILE

- Multimedia communication and storytelling
- Digital and social media content development
- Writing, editing and content packaging
- Communication planning and coordination
- Stakeholder engagement and internal coordination
- Understanding of corporate identity and brand application
- Knowledge of digital platforms and audience engagement trends
- Ability to interpret institutional information and translate it into accessible content
- Understanding of reputational sensitivity in public-sector communication
- Attention to detail
- Responsiveness and adaptability
- Ability to work under pressure
- Strong communication skills
- Team collaboration
- **Culture fit:** SALGA desires an individual who will share and buy-in, in our core values, mission and vision, demonstrating a commitment to our ethos beyond just doing the job

QUALIFICATIONS AND EXPERIENCE

- Degree in Communications, Multimedia, Journalism, Digital Media, Marketing, Public Relations or a related field
- 5 years' relevant experience in multimedia communication, digital content, communications, journalism, public relations or related environments
- Experience in video, photography, digital content production or social media content development will be advantageous
- Experience in a public-sector, local government or institutional communication environment will be advantageous

KEY PORTFOLIO AND PERFORMANCE FOCUS AREAS

- **Multimedia Content Development:** Develop and coordinate multimedia communication content for SALGA platforms. Support the production of video, photography, audio-visual and digital content. Package content for social media, websites, online publications and internal platforms. Support the development of short-form video clips, campaign visuals and event highlights. Assist with content for SALGA TV, podcasts and other digital communication platforms.
- **Digital and Social Media Communication Support:** Support the development of digital content aligned to SALGA campaigns and institutional priorities. Assist with platform-specific content packaging for social media and digital channels. Support digital storytelling that improves accessibility and stakeholder engagement. Contribute to the creation of visual assets for online communication and campaign amplification.

- **Spokesperson and Media Communication Support:** Support the SALGA Spokesperson with multimedia content required for media-facing communication. Assist in preparing visual and digital assets linked to media statements, interviews, briefings and public engagements. Support rapid-response communication through multimedia packaging where required. Assist with content capture and packaging linked to executive visibility and institutional messaging.
- **Institutional Profiling and Campaign Support:** Support profiling of SALGA programmes, governance structures, municipal initiatives and sector impact. Provide multimedia content support for integrated marketing and communication campaigns. Support event coverage, campaign documentation and visual storytelling. Assist with content that profiles municipal service delivery, innovation, leadership and community impact.
- **Internal Communication and Organisational Support:** Support internal communication initiatives through multimedia content development. Provide audio-visual and digital content support for internal campaigns, staff engagement and organisational programmes. Assist with communication outputs for governance meetings, forums and stakeholder engagements.
- **Content Coordination and Quality Assurance:** Coordinate multimedia content requirements with internal stakeholders. Ensure content is accurate, brand-aligned and appropriate for the relevant platform. Apply SALGA corporate identity, messaging and communication standards. Maintain organised multimedia content archives for future institutional use.
- **Monitoring and Reporting Support:** Support monitoring of multimedia content performance across digital platforms. Contribute to reporting on multimedia outputs, reach and engagement. Identify opportunities to improve content formats, audience engagement and digital visibility.

Suitably qualified and experienced candidates must apply on the link below:

Closing Date: 10 July 2026

NOTE: Communication will be limited to short-listed candidates only. SALGA reserves the right not to proceed with the appointment for any of the vacant position. All appointments will be made in line with the SALGA'S Employment

Equity Plan 