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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Director: Strategic Stakeholder Management

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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DIRECTOR: STRATEGIC STAKEHOLDER MANAGEMENT

DEPARTMENT: Group Forensic & Investigation Services (GFIS)
BRANCH: Strategic Stakeholder Management
DESIGNATION: Director: Strategic Stakeholder Management
REMUNERATION: R67 622,85 pm (basic salary, excluding benefits)
LOCATION: East Wing, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Grade 12 plus a bachelor's degree in Communications, Journalism, Marketing or Public Relations/Stakeholder Management at NQF level 7;
- 10 years' experience in a government marketing and/or communication or large corporate marketing and/or communication environment of which at least 4 to 5 years should have been at senior/middle management level;
- Experience with all types of social media (e.g. Facebook, Twitter, Instagram, etc.) and digital marketing tools and techniques;
- Must have a valid driver's license.

Primary Function:

Primarily responsible for providing strategic direction and leadership in departmental strategic communication, effectively coordinating all GFIS strategic activities including event collaborations with partners for mutual gain, producing and delivering a highly targeted, well-planned, integrated corporate marketing service, and stakeholder management.

Key Performance Areas:

- Provide strategic leadership and direction;
- Provide leadership in respect of media relations and content management;
- Provide leadership, develop standards and procedures on all event-related aspects as well as strategy and policy for event management in the department;
- Provide strategic leadership and direction in strategic marketing and branding aspects that will enhance the City's image and position (both external and internal), sway customers/resident's perceptions positively, and facilitate engagement in a positive way;
- Manage and oversee the department's internal and external stakeholders;
- Adhere to compliance, effective and efficient administration;
- Promote a high-performance culture within stakeholders;
- Risk management to identify, analyse, and respond to risk factors that form part of the business unit;
- Execute sound management and control and contribute information to support financial planning processes within the department.



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Leading Competencies:

- Computer literacy including MS Office Applications;
- Proficiency in at least 2 of the official languages (read, write, and speak);
- Solid management, human relations, interpersonal and communication skills;
- Solid presentation, facilitation and public speaking skills;
- Networking, persuasion, and conflict resolution skills;
- Sound judgment and decision-making;
- Creative, innovative, critical (analytical and tactical) thinker;
- Project management, financial planning and management and performance management skills;
- Change-capable leadership skills;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise.

Core Competencies:

- Knowledge of media/public relations, communication, marketing, digital communications, and basic events management;
- Knowledge of government policies specifically related to planning, organizing, directing, and coordinating stakeholder management and relations;
- Basic knowledge of risk management principles and the principles and practices of budget preparation and administration;
- Knowledge of leadership techniques, principles, and practices/procedures used to delegate, manage/supervise, train, monitor, and evaluate the work of staff;
- General knowledge of principles and processes for providing customer services and meeting quality standards for services through the regular evaluation of customer satisfaction (e.g. surveys and polling);
- General knowledge of current trends and practices related to the use of technology in communications, stakeholder management and events-related activities;
- A good foundational understanding of the principles and concepts around Change Management and change;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”



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Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1T02rt_C6S9eYtYShlz1NVAew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Puleng Kgabane

Tel No: 011 407 6562

CLOSING DATE: WEDNESDAY, 21 DECEMBER 2022

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.

In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.