

Gauteng Partnership Fund Vacancy Advertisement

Title of the Job:	Stakeholder Relations Officer
Grade / Level	C (Paterson)
Location:	Sandton
Salary:	Market related
Closing Date:	3 July 2020
Reference Number:	SRO2020

Overall Responsibility: Reporting to the Manager: Marketing, Communications and Stakeholder Management, the Stakeholder Relations Officer will perform all relevant functions including administrative tasks within Marketing, Communications and Stakeholder Relations Management Unit in order to ensure operational efficiency and effectiveness. To support the Head of Marketing, Communications and Stakeholder Management and the team in the implementation of the Annual Marketing, Communications and Stakeholder Management Plan.

Key Performance Areas:

- Stakeholder Engagement and Management
- Internal Communications Development and Management
- Website, Social Media and Email Management
- Graphic Design
- Administrative support to the Unit
- Event Management
- Marketing, Communications and Stakeholder relations
- Research and Monitoring

Qualification & Experience: Diploma/Degree in Marketing, Communication, PR and or related qualification. A post-graduate qualification will be an added advantage. Minimum 5 years' relevant experience. A solid track record in working in the Marketing, Communication and Stakeholder relations, Excellent copywriting skills and experience and Design skills and experience including graphics and web design and Adobe creative cloud.

Competencies: • Knowledge of relevant legislation and regulations (Communications related legislations and policies) • Strong PR, event management and stakeholder relations skills • Excellent copywriting skills and experience and Design skills including graphics and web design, Expertise in strategic and business planning • Budget management • Project management • General management • Strong and decisive leadership, good interpersonal skills • Policy development • Excellent communication skills • Ability to be proactive and innovative. • Proactive and self-driven • Responsible • Team player • Strong attention to detail • Ability to multi-task • Working under rapidly changing and pressurized circumstances

GPF is an equal opportunity, affirmative action employer. Preference will be given to candidates whose appointment will enhance representation in accordance with the approved employment equity plan.

Correspondence will be limited to shortlisted candidates only. If you do not hear from us within two months of the closing date, please regard your application as unsuccessful. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by GPF. GPF reserves the right not to fill an advertised position. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Applications to be sent to careers@gpf.org.za by no later than close of business on Friday, 3 July 2020