

Vacancy

Closing date of applications: 16 May 2018

Date of the advert: 06 May 2018

Position: Marketing and Communication Specialist
Department: Marketing and Communication
Location: Blackheath, Randburg
Reporting to: Marketing and Communications Manager
Remuneration: Market Related

Introduction:

FASSET is the Finance and Accounting Services Sector Education and Training Authority (SETA). Over 20 SETAs were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a Seta include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for a Marketing and Communications Specialist position.

The Marketing and Communications Department is responsible for leading, developing and implementing integrated communication strategies as well as the career guidance imperative so that stakeholders are regularly informed regarding FASSET, its service offerings and brand

Purpose: The Marketing and Communications Specialist will mainly be responsible for managing the career guidance campaigns at FASSET. The successful applicant must be able and willing to travel nationally. The Marketing and Communications Specialist will be reporting to the Marketing and Communications Manager

Key Responsibilities

1. FASSET Alumbi Career Awareness Ambassador Campaign

- Recruit, train, maintain relationships with FASSET's Alumni
- Make travel arrangements related to the campaign
- Monitor the FASSET's Alumni interventions on site where necessary
- Prepare the campaigns monthly reports and payments of travel allowances to the participating FASSET Alumni

2. Career Guidance Campaign

- Attend career guidance meetings and conduct presentations
- Arrange and host career exhibition events that FASSET has deemed appropriate
- Initiate and ensure that career guidance material is procured for and made available
- Ensure that the career guidance material is updated and distributed according to the approved plan
- Ensure that the FASSET career portal is updated with the relevant information

3. Financial and Target Reporting

- Apply financial policies and procedures
- Ensure that audits are prepared and correctly closed off
- Monitor project-specific variance reports on a monthly basis
- Track, report, and monitor career guidance targets

4. Department Support

- Initiate and ensure that printed communication, corporate stationery, promotional items and marketing equipment are procured for and made available
- Take minute at the Marketing and Communications departmental meetings
- Support the production of the Annual Integrated Report, working closely with the Marketing and Communications Manager
- Support the roll-out of the stakeholder engagement programme for learners
- Assist with the arrangement of functions e.g. Annual General Meetings, round-table discussions etc.
- Maintain records of all communications related to the career guidance campaigns
- Assist with monitoring and maintenance of the Fasset social media sites (Facebook, LinkedIn, Twitter, Instagram, YouTube and SharePoint)

Qualifications Requirements and Experience

- A 3 year PR/Marketing/Communications Degree/Diploma or equivalent

Knowledge and Skills

The following knowledge, experience and/or attributes are required:

Experience in the following is preferable

- Stakeholder management and engagement
- Relationship management
- Public speaking
- Project management

Knowledge

- Proven writing and speaking skills (English and at least two other indigenous languages)
- MS Word, Excel, PowerPoint and SharePoint on an intermediate level
- Windows Explorer – creating folders, transferring and saving files etc. on an intermediate level
- Social media and online communication (Facebook, Twitter, LinkedIn etc.) on an intermediate level

Other

- Excellent communication and interpersonal skills
- Ability to function as part of a team, but also to work without supervision
- Ability to manage potentially difficult situations/stakeholders
- Ability to work under pressure and prioritise tasks
- Deadline driven
- Research skills (intermediate level)
- Willingness to travel (nationally)
- Valid South African driver's license and own transportation

In line with FASSET'S commitment to diversifying its staff complement, preference will be given to suitable candidates from designated groups. People with disabilities are encouraged to apply.

Additional Competencies

- Integrity
- Commercial focus
- Analysis and problem solving
- Judgement and decision making
- Presentation skills
- Strategic thinking
- Report writing
- Organising and prioritising
- Developing relationships
- Proactive communication
- Networking

Competency Assessment

Applicants will be required to take a proficiency test assessing the knowledge, experience and attributes needed. Applicants are expected to make a maximum of 1 hour available for the interview.

Shortlisted candidates will be required to undergo psychometric testing to confirm attitudinal and behavioural alignment to the position. The assessment takes a day from 07:30 to 17:00

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.

Particulars of advertiser:

Tiana Business Consulting Services (Pty) Ltd was appointed to handle the responses for this position.

Email: mcspecialist@tianaconsulting.co.za

Enquiries must be directed to the Human Resource Support Manager – Viola Nzou on 011 431 1354

- **Please quote the above position name on all correspondence relating to this advert.**
- **Correspondence will only be entered into with shortlisted candidates. Should you not hear from us within 30 days after closing date of advert, please consider your application unsuccessful.**
- **FASSET reserves the right not to fill any vacancies.**
- **All shortlisted candidates will be subjected to criminal checks, some interviewed candidates will be subjected to competency assessment.**
- **This is a contract position until 31 March 2020 in line with the re-establishment of SETAs by the Minister of Higher Education and Training**