



JOB ADVERTISEMENT

Summary	
Name of Position	: Communications & Stakeholder Engagement Manager
Closing Date for Applications	: 26 November 2021
Commencement Date for Post	: As soon as possible
Salary Offer	: R 876,469
Reference	: FAS/RECRUITMENT/MSEM57
JOB IDENTIFICATION	
Department:	Communications and Stakeholder Engagement Department
Reporting Line	Chief Information Officer
Full-time/Part-time/Contract:	Full-time
PURPOSE OF THE JOB	
<p>Communications and Stakeholder Engagement Manager plays a vital role in ensuring that FASSET stakeholders are identified, effectively engaged and informed about FASSET's value proposition, as well as enhancing the FASSET brand. The Communications and Stakeholder Engagement Manager has overall responsibility for development of the Communications and Stakeholders Engagement Strategy, implementing the Communications & Stakeholders Plans and evaluating the communication function in support of the SETA's organisational strategy and mandate.</p>	
MAIN ACCOUNTABILITIES	

Key Performance Responsibilities

Communications management

- Establishment and management of internal and external communication metrics
- Develop overall communications strategy and plan for FASSET
- Develop and edit communication materials
- Implement FASSET's communication plan to increase brand awareness.
- Incorporate Public Release, Digital and Traditional Marketing efforts.
- Measure and analyze current communications efforts.
- Oversee and allocate the annual communications budget and ensure its use is fully maximized.
- Work with different departments to generate new ideas and innovative strategies.

Stakeholder management

- Ensure the SETA participation in strategic stakeholder programmes
- Work proactively to position FASSET and identify opportunities for a brand awareness
- Develop and implement digital and social media strategy, ensuring communication mediums remain current to the audience.
- Leveraging of SETA/stakeholder communication opportunities
- Be the stakeholder & communication liaison advisor to the office of the CEO and the organization at large.
- Conduct customer satisfaction surveys
- Implement rigorous Communications and Stakeholder engagement campaigns promoting all SETA interventions

Events Management

- Plan, organise, execute and manage events including AGM, roadshows, industry events, training and corporate events
- Create and update collateral, presentations, vouchers, web content, newsletters, signage adverts and tools with inputs from the office of the CEO
- Establish and maintain contacts with local and national media to ensure that all opportunities for positive exposure are fully explored
- Develop and maintain content on the intranet and client facing FASSET website.
- Respond to queries (emails/telecoms) within 72 hours
- Develop and provide quality assurance on the press releases, development of talking points and facilitate media interviews for the CEO and management

Leadership and management role

- Lead, manage staff and guide the team to deliver, engaging and quality communication material.
- Develop robust national marketing, communications and stakeholder management strategy and align to Annual Performance Plan
- Develop and maintain branding and visual identity guidelines
- Manage organisational reputation
- Develop and manage stakeholder engagement and communications strategy to support the delivery of FASSET's strategic plan.

Policy development and review

- Control and regulate organisational communication
- Develop, review, revise and implement policies as required processes

Reporting

- Preparation and proof reading of statutory reports
- Submit reports to relevant structures as required.

Audit and Risk

- Liaise with Auditors and manage audit process within the Communications and Stakeholder Engagement department, while ensuring that all recommendations from Auditors are adequately addressed
- Identify and mitigate risks

Internal and Administrative duties

- Oversee development and publication of the FASSET internal electronic newsletter
- Execute general office administration
- Prepare PowerPoint presentations as required by the CEO
- Performs related work as required

Support to the office of the CEO

- Responding to letters from FASSET key stakeholders such as DHET and other stakeholders
- Preparing and finalisation of Annual Integrated Reports
- Organise high level stakeholder engagement; and
- Other high-level activities required from office of the CEO.

Performance Management

- Ensure knowledge transfer and capacity building of staff within the division
- Manage the performance of staff assigned to the department
- Liaise with the HR division in conducting performance appraisals and ensure competency and training gaps are addressed

REQUIRED QUALIFICATION

Qualification	<ul style="list-style-type: none"> ▪ Bachelor's Degree (NQFL 7) in Public Relations/ Communications/Journalism or any relevant qualification ▪ Honours Degree/Master's Degree in Public Relations/Communications/Journalism will be an added advantage.
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REQUIRED EXPERIENCE

Essential:	<ul style="list-style-type: none"> ▪ Minimum of 10 years relevant experience in Communications/Marketing/Public Relations/Stakeholder Engagements. ▪ Of the 10 years, at least 5 years must be at the managerial level. ▪ Experience in the public sector will be an added advantage
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COMPETENCIES REQUIRED AND WORK OUTPUT

Critical Competencies:	<ul style="list-style-type: none"> • Compilation of Reports • Preparation and maintenance of the Annual Communication and Stakeholder Engagement Plans. • Strong understanding of the Stakeholders engagement environment or department
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	<ul style="list-style-type: none"> • Knowledge of dealing with auditors and an understanding of working with governance structures. • Proven and or traceable record of managing a team.
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none"> ▪ Have strong communication skills ▪ Be versatile, creative and open minded ▪ Have strong leadership qualities Visionary, problem solver and creative. ▪ Have strong Project Management skills ▪ Have Financial management skills ▪ Be systems and process driven ▪ Have managerial and organisational skills ▪ Have interpersonal skills ▪ Have strong communication skills ▪ Writing skills ▪ Be able to work in team-oriented environment ▪ Build, Value and champion the team ▪ Organized, efficient, honest and reliable and
OTHER REQUIREMENTS	
	<ul style="list-style-type: none"> ▪ Valid South African driver's license and own transportation
Date of Commencement of Position	

FASSET requires applications for a permanent **Communications & Stakeholder Engagement Manager**, to join the existing team as soon as possible.

Salary

The salary offer for this position is **D-Upper**

Assessment

Applicants may be required to undergo a competency assessment.

Contact Details

Submit your full curriculum vitae (including your name, contact details and at least 3 references) and copies of your qualifications and copy of ID by **no later than 26 November 2021 to:** recruitment@fasset.org.za **Please quote the reference number: FAS/RECRUITMENT/MSEM57**

For any enquiries regarding the position please contact **Ms Thulile Khanyile**, Human Resources Department at (011) 476 – 8570. Should you not hear from FASSET within 4 weeks of the closing date please consider your

application unsuccessful. Communication will be with shortlisted candidates only.



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