



JOB ADVERTISEMENT

FASSET complies with the provision of the Protection of Personal Information Act, therefore information below is collected and will be used for recruitment processes. By submitting your documents, you consent to the processing of your personal information for the intended purpose

SUMMARY	
Name of Position	: Communications and Stakeholder Engagement Specialist
Closing Date for Applications	: 30 November 2022
Commencement Date for Post	: As soon as possible
Salary Offer	: R 598,492 p. a (TCTC)
Reference	: FAS/RECRUITMENT/CSES89
JOB IDENTIFICATION	
Department:	Communications & Stakeholder Engagement
Reporting Line:	Communications & Stakeholder Engagement Manager
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
To provide Communications & Stakeholder Engagement support by ensuring the implementation of existing and developing new Communications & Stakeholder Engagement programmes as well as initiatives that are aligned to the FASSET Communications & Stakeholder Engagement strategy.	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> ▪ Market and advertise the SETA through adverts and advertorials ensuring alignment with Brand strategy and FASSET Vision, Mission, and Values. ▪ Provide proactive support in the implementation of the Communications & Stakeholder Engagement strategy and initiatives. ▪ Provide input and insights into the Communications & Stakeholder Engagement plan to implement the strategic objectives for the business unit. ▪ Effectively conceptualise and execute the Communications & Stakeholder Engagement events and initiatives for the FASSET. ▪ Assist when required with the conceptualisation, content, design, and production of publications such as newsletter, brochures, etc. ▪ Apply various social media tactics in creating brand awareness and generating inbound Traffic that strengthens the FASSET's social media presence and build reputation preparing reports on strategy ideas for senior management. ▪ Manage events, exhibitions, and conferences efficiently and effectively, 	



- Ensuring achievement of the career awareness target.
- Support and assist the Communications & Stakeholder Engagement team.
- Liaise with other departments to ensure proactive communication of projects and other activities
- Liaise with the media for events, draft press statements and prepare media packs
- Compile a comprehensive communications database of media, exhibitions etc.
- Ensure compliance with the applicable policies, procedures, and processes
- Produce reports according to legislative requirements on Communications & Stakeholder Engagement programs, including post-event reports, regular status reports, and analysis
- Coordinate and assist with the design, implementation, and coordination of the annual marketing plan, ensuring all projects and initiatives supports the broader short- and long-term marketing strategy of the FASSET
- Assist with continuously and proactively monitoring and analysis of media to manage potential reputational risks or damage of any nature and provide recommendations and advice to FASSET Managers.
- Support the development of a high-performance culture in the business
- Execute and deliver on Communications & Stakeholder Engagement needs and requirements, within required time frames with optimal alignment with specifications
- Perform against set individual and respective Communications & Stakeholder Engagement delivery targets
- Ensure adherence to FASSET policies, procedures, PFMA and relevant legislation
- Assist to continuously track, monitor and measure Communications & Stakeholder Engagement performance against set standards and performance targets
- Maintain a close working relationship between the different divisions to ensure the continuous delivery on the Communications & Stakeholder Engagement objectives
- Manage responses and provide reports on stakeholder queries
- Manage the process of procuring marketing and promotional materials
- Execute sound administration and recording across all Communications & Stakeholder Engagement services, processes, and procedures
- Effectively plan, coordinate, manage and execute ad hoc projects

REQUIRED QUALIFICATION

Qualification	Diploma at NQF Level 6 in Communications (Media studies)/ Marketing /Public Relations
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REQUIRED EXPERIENCE

Essential:	<ul style="list-style-type: none"> ▪ 3 years' experience in Marketing & Communications environment, ▪ Graphic design experience will be an added advantage ▪ Public sector experience will be advantageous. ▪ Driver's license
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COMPETENCIES REQUIRED	
Critical	<ul style="list-style-type: none"> ▪ An understanding of the SETA environment is highly desirable. ▪ Good relationship with stakeholders and an energetic approach work ▪ Organising and executing. ▪ Attention to detail. ▪ Ability to work under pressure and meet deadlines ▪ Customer Focus ▪ Effective time management / self-management. ▪ Computer Literacy (Excellent application of MS Word, MS Excel, MS PowerPoint, Internet / Email, Windows explorer). ▪ Demonstrate excellent understanding of co-ordinating and office administration. ▪ Able to work without supervision and team player when required
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none"> ▪ Solid computer skills: MS Office Suite. ▪ Negotiation and leadership skills. ▪ Analytical and problem-solving skills ▪ Good people skills (relating, networking, adapting, coping. ▪ Interpersonal and Communication skills (written and verbal). ▪ Graphic design skills ▪ Prioritisation skills. ▪ Presentation skills Excellent command of English (verbal and written). ▪ Administration ability. ▪ Detail and process orientated skills ▪ Strong analytical, interpersonal, communication. ▪ Report writing and presentation skills.

DATE OF COMMENCEMENT OF POSITION

FASSET requires applications for a permanent **Communications and Stakeholder Engagement Specialist** to join existing team as soon as possible.

SALARY

The salary to be offered for this position is **R 598,492 p.a (TCTC)**

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), copies of your qualifications, and copy of ID by no later than **30 November 2022** to: recruitment@fasset.org.za **Please quote the reference as the subject line: NB: Reference number: FAS/RECRUITMENT/CSES89. An email without the reference as a subject/heading will be disqualified hence the application cannot be traceable.**

For any inquiries regarding the position please contact: Ms. Thulile Khanyile, Human Resources Department at (011) 476 – 8570.

Should you not hear from FASSET within 6 weeks of the closing date, please consider your application unsuccessful. Communication will be sent to the shortlisted candidates only.

Applicants who have previously applied need to re-apply.



FASSET adheres to the principles of the EE Act and Affirmative Action and these principles will apply in the selection process. Targeted groups: African male, White male, White female, and Indian female.