

CITY OF JOHANNESBURG VACANCIES

PERMANENT POSITIONS

Department: Group Corporate and Shared Services

Branch: Group SHEL& FCM

Deputy Director: Printing

Salary: R47 283.58 pm (basic salary excluding benefits)

Appointment requirements: • Grade 12 plus degree in business administration/NQF level 7 and a certificate in printing • 7-9 years' experience in the management of a printing environment • Ability to manage change, resources, good relationships and work in a pressurised environment.

Primary function: Manage the key performance areas and result indicators associated with the provision of an effective printing service to core service delivery functions by amending, adjusting and reviewing policies and procedures against the City of Joburg CI guidelines and ensure that printing processes are planned and executed in such a manner that resources and staff are optimally utilised. The Printing Department has been redesigned as a business unit to generate income.

Key performance areas: • Direct and guide the implementation of printing policies and strategies and a printing plan • Implement and guide printing programmes; direct, guide and implement strategies and programmes • Direct and guide the development of appropriate and best practice remediation and mitigation interventions with regard to development procedures • Ensure that safety regulations are met • Oversee the ongoing development of staff to stay abreast with technology and legislation • Liaise with core departments and municipal entities and relevant authorities in respect of the management of printing standards (e.g. the usage of logs) • Develop, design, control and monitor the printing unit budget • Do research to keep abreast of the latest technological developments • Lead the tender specification process for purchases or renewal of contracts in respect of machinery and equipment • Liaise with outside contractors to ensure equipment is repaired as per agreement • Prepare and submit reports relating to printing management.

Leading competencies: • Ability to work with executive and senior management of the City, municipal entities and other stakeholders • Strategic direction and leadership • People management • Programme and project management • Financial management • Change management and leadership and governance leadership.

Core competencies: • People management, leadership, CoJ values, Batho Pele principles, ethics and integrity • Confidentiality of staff's personal information to be maintained at all times • Loyalty • Moral competence • Planning and organising • Analysis and innovation • Knowledge and information management • Communication • Results and quality focus.

Applications for this position, together with a comprehensive CV, should be forwarded to e-mail:

BoitumeloMak@joburg.org.za Enquiries: Boitumelo Makgoba, tel. (011) 407 7139

Operational Manager: Printing

Salary: R25 876.87 pm (basic salary excluding benefits)

Appointment requirements: • Grade 12/NQF level 4 plus diploma in public administration (NQF level 6 • Certificate in printing estimator and TT1, TT2 and TT3 • 3-4 years' experience in a printing section • Computer literacy • Interpersonal and communication skills.

Primary function: Provide and manage an efficient printing service to the City of Johannesburg in line with policies.

Key performance areas: • Productive and operational management • Administration • Communication • Finance.

Leading competencies: Collaborative/teamwork and accountability.

Core competencies: • Customer and service delivery management (Batho Pele) ethics • HR values and CoJ values • Integrity and professionalism • Impact and influence • Confidentiality.

Applications for this position, together with a comprehensive CV, should be forwarded to e-mail:

Thobelaniz@joburg.org.za Enquiries: Thobelani Zwane, tel. (011) 407 6929

Senior Nurse: Occupational Health & HIV/Aids

Salary: R25 876.87 pm (basic salary excluding benefits)

Appointment requirements: • 4-year comprehensive nursing diploma, BA CURJ or equivalent majoring in community nursing science • Diploma in Occupational Health Nursing • Registered as a professional with the South African Nursing Council • 3-4 years' clinical experience • Counselling and listening skills.

Primary function: • Conduct medical surveillance as per department, regions and municipal entities • Conduct and control the activities, procedures and outcomes associated with the implementation of the Occupational Health Unit.

Key performance areas: • Consult with and provide information and treatment to employees as per the Occupational Health Act procedures and protocols • Conduct education and training programmes on occupational health standards, and on the prevention and promotion of health to employees within departments, regions and municipal entities • Coordinate specific administrative and reporting requirements associated with operational key performance and result indicators.

Leading competencies: Confidentiality.

Core competencies: Ability to tolerate stress.

Applications for this position, together with a comprehensive CV, should be forwarded to e-mail:

Samuelma@joburg.org.za Enquiries: Samuel Masonono, tel. (011) 407 6939

Department: Environment and Infrastructure Services Department

Branch: Waste Management and Regulations

Principal Specialist: Policy and Projects

Salary range: R41 114.57 pm (basic salary excluding benefits)

Appointment requirements: • B-degree in natural science or environmental health • Tertiary education in an environmental/science field • 6 years' experience in the waste management sector, with 3 years in a middle or senior management role • Exceptional communication skills in order to handle diverse and sometimes challenging stakeholders • Project Management qualification and experience will be an added advantage.

Primary function: • Coordinate the development and implementation of waste management policies, strategies and plans for sustainable waste management services across the City • Coordinate the development and implementation of Waste Management policies, strategic projects and programmes for best practice and implementation of the City's strategic objectives • Responsible for the project management of the entire project development cycle and ensuring the successful execution of projects.

Key performance areas: • Coordinate the development and implementation of integrated and sustainable waste management to ensure waste management policies, strategies and plans are realised • Facilitate the management of the business planning, reporting and financial management activities of the unit.

Leading competencies: Work under pressure, work independently, write reports, interpret data and present information.

Core competencies: Project management, financial management, research and development.

Principal Specialist: Regulation and Permitting

Salary range: R41 114.57 pm (basic salary excluding benefits)

Appointment requirements: • B-degree in the environmental management, environmental health or natural science field • 6 years' experience in the waste management and regulation environment, with 3 years in a middle or senior management role • Exceptional communication skills in order to handle diverse and sometimes challenging stakeholders.

Primary function: • Coordinate and facilitate the development of waste management regulation (by-laws) standards and permits to ensure environmental protection • Coordinate compliance monitoring and enforcement of waste management legislation standards and permits to ensure compliance.

Key performance areas: Coordinate and facilitate compliance monitoring and enforcement.

Leading competencies: Work under pressure, work independently, write reports, and interpret data and present information.

Core competencies: • Project management, presentation and analytical thinking • Assertive • Problem solving • Conflict management.

Applications for the above two positions, together with a comprehensive CV, should be forwarded to e-mail:

Mashakam@joburg.co.za@joburg.org.za Enquiries: Revonal Mckenzie, tel. (011) 587 4327/4307

Department: Transport

Branch: Schedule Services Management Agency

Specialist: Scheduling

Salary range: R25 876.87 pm (basic salary excluding benefits)

Appointment requirements: • BSc Engineering or BTech Engineering or relevant NQF level 7 qualifications will be considered • 5 years' transport industry experience, with at least 3 years in bus scheduling will be an added advantage • Good computer literacy, project management, interpersonal and communication skills • Ability to immediately package problem situations and take appropriate decisions in terms of delegated authority • Ability to focus on detail • Ability to think innovatively and to act quickly when contingencies require immediate notification of parties • Ability to track, manage and implement expenditure and contract obligations in accordance with economic projections • Ability to perform under pressure and to execute deadline management • Ability to report regularly and inclusively • Must have a valid Code C1 driver's licence.

Primary function: To plan the routes and frequencies of the BRT buses based on the projection of demand and on the operating licence of the BOC, and communicating these to the bus operating company after approval thereof by the deputy director operations.

Key performance areas: Plan, compile and oversee weekly and monthly operational plans with daily details of planned routes and frequencies.

Leading competencies: Confidentiality and the ability to work under pressure and make decisions in respect of business operations and financial matters.

Core competencies: High level of interpersonal, management, computer literacy, numeracy and report-writing skills.

Branch: Transport Infrastructure, Safety and Promotion

Specialist: Transport Infrastructure, Construction Management

Salary range: R25 876.87 pm (basic salary excluding benefits)

Appointment requirements: • A relevant B-degree in civil engineering, architecture or quantity surveying (NQF level 7) • 3 years' experience, with at least 2-3 years in infrastructure development (buildings or roads) projects.

Primary function: • Provide an efficient and effective specialist support service in the implementation and monitoring of transport infrastructure construction • Develop management strategies and policies for infrastructure development • Integrate the development of infrastructure with other spheres of government and ensure adherence to these policies and procedures are implemented • Communicate with key stakeholders in the sector.

Key performance areas: • Coordinate the activities relating to transport infrastructure construction management according to City policies and guidelines so that they are done in a cost-effective and efficient manner • Coordinate and monitor sequences associated with the implementation of statutory laws and bylaws related to transport infrastructure construction management • Manage the implementation of procedures and systems associated with controlling document flow and quality systems/statutory and audit requirements.

Leading competencies: • Team player • Work under pressure • Decision-making • Ability to think creatively and synoptically • Must be able to work extended hours • Batho Pele principles.

Core competencies: Understanding of approaches, processes and techniques associated with a participatory and collaborative form of planning.

Applications for the above two positions, together with a comprehensive CV, should be forwarded to e-mail:

darrylw@joburg.org.za Enquiries: Darryl Wicks, tel. (011) 870 4637/8

Department: Legislature

Branch: Legislature and Oversight

Data Processor (3 Posts)

Salary range: R11 720.73 pm (basic salary excluding benefits)

Appointment requirements: • Grade 12/NQF level 4 plus post-Grade 12 qualification in computer literacy • 3 years' experience in related documentation • Excellent typing skills (at least 50 words per minute), especially in formatting of documents • Excellent knowledge of MS Word, Excel and PowerPoint.

Primary function: • Process reports, minutes and other official documentation of Council and Section 79 Committees submitted to the Information and Operational Support Unit on the Committees System • This includes creating, formatting and editing minutes, reports, letters, memos, tables, draft minutes and indexes of 18 Section 79 Committees and Council and amending them after being checked by the proofreader • Ensure that this work is done neatly, fast and as accurately as possible to meet deadlines.

Key performance areas: • Receive reports, minutes or other documentation in hard copy and soft copy on the system and ensure all typing is done neatly, fast and as accurately as possible to meet deadlines • Do basic editorial when formatting reports, minutes or other documents • Perform activities aimed at ensuring that documents such as minutes, reports, memos, indexes and Section B are in the correct format.

Leading competencies: • Familiar with typing minutes, reports, letters, memos, etc. • Able to work under high pressure and with large amounts of work at a time • Professional and ethical conduct • Confidentiality of certain reports and minutes to be maintained at all times • Batho Pele principles • Ability to scrutinise and pay attention to detail.

Core competencies: • Ability to identify problems in documents and find solutions to rectify it • In-depth knowledge of MS Word • Impeccable PC keyboard skills • Highly skilled in using MS Word • Coordinating, problem-solving and time management skills • This is an employment equity targeted position and preference will be given to African, Coloured, Indian and White males and White females and PWD's.

Applications will be tested on formatting and typing speed test, only successful applications will be interviewed.

Applications for this position, together with a comprehensive CV, should be forwarded to

e-mail: hrm@joburg.org.za Enquiries: Refloe Maisela, tel. (011) 407 6270

Proofreader

Salary range: R14 240.69 pm (basic salary excluding benefits)

Appointment requirements: • Degree in linguistics (NQF level 7) • 3 years' experience in proofreading and language practice.

Primary function: To proofread and edit all Council, Section 79 Committees and departmental reports and minutes submitted to the Information and Operational Support Unit for typing and language errors and to effect the necessary amendments to inaccurate terms, phrases and expressions to ensure that all official documentation is of a high quality and processed correctly and properly for printing and/or publishing.

Key performance areas: • Timeous proofreading of various documents to identify typing errors and make necessary amendments • Engage with the office of the Leader of Executive Business (LOEB), senior management, political office bearers, researchers and coordinators to ensure that accurate information is captured and printed • Verify technical correctness and factuality of information through research and comment on completeness, logic and linguistic quality of documents • Perform activities aimed at ensuring that documents such as minutes, reports, memos and indexes are in the correct format.

Leading competencies: • Ability to identify problematic expressions in documents and provide relevant solutions • In-depth knowledge of linguistics discipline • Basic research knowledge.

Core competencies: • Report writing, critical analysis of text • Communication (verbal and written) • Ability to scrutinise and pay attention to detail • Coordinating • Computer literacy and time management • This is an employment equity targeted position and preference will be given to African, Coloured, Indian and White males and White females and PWD's.

Applications for this position, together with a comprehensive CV, should be forwarded to

e-mail: hrm@joburg.org.za Enquiries: Sharon Gardner, tel. (011) 407 6294

Department: Treasury

Branch: Treasury

Manager: Money Market Dealer

Salary: R36 758.53 pm (basic salary excluding benefits)

Appointment requirements: • BCom Financial Management or Investment or equivalent NQF level 7 • Minimum of 5-8 years' experience in treasury money market portfolio or dealing operations.

Primary function: Optimal management of the investment of surplus cash to achieve the highest possible return and to minimise the cost of borrowing on behalf of the City and its municipal entities.

Key performance areas: • Manage the investment and borrowing portfolio for the City and its municipal entities • Plan and manage monthly reporting of money market portfolio • Support management during the implementation process of front office policies and procedures.

Leading competencies: • Confidentiality • Independent decision-making • Teamwork • Assertive and attention to detail • Professionalism • Positive interaction with co-workers and the public • Results driven • Ability to work under pressure and adhere to deadlines.

Core competencies: • Strong analytical, computer literacy, communication (verbal and written), accuracy, interpersonal, programming in visual basics, presentation and negotiation • Knowledge of local government, financial markets and MFMA • Valuation of various financial instruments.

Applications for this position, together with a comprehensive CV, should be forwarded to e-mail:

MkhulekoS@joburg.org.za Enquiries: Mkhuleko Shongwe, tel. (011) 358 3578

Department: Development Planning

Branch: Land Use Development Manager

Senior Law Enforcement Officer (11 Posts)

Salary range: R20 908.73 pm (basic salary excluding benefits)

Appointment requirements: • Grade 12 or equivalent NQF level 4 qualification • 3 years' working experience in a law enforcement function • Must be eligible for registration as a Peace Officer • Understanding of the principles of law of evidence • In-depth and working knowledge of areas of responsibility in town planning and building control • Knowledge of or exposure to local government sector and protocol processes at local government level • Knowledge and understanding of applicable legislation, regulations and policies • Computer literacy in MS Office packages, internet and Outlook • Valid driver's licence.

Primary function: Perform operational duties to enforce the provisions of the relevant Town Planning Legislation, National Building Regulations and Council's advertising signs and by laws to ensure legal compliance and to provide a public advisory service with regards to planning contraventions.

Key performance areas: • Investigate queries or complaints from Councillors, management, other internal departments, regions and members of the public and carry out inspections/surveys • May be required to conduct follow-up/compliance inspections on town planning approvals to ensure that the development/construction complies with the approval conditions as well as to confirm termination or on-going contravention/illegal activity by generating inspection reports • Conduct surveys on problem areas/hotspots • Perform a proper administration of the functions performed by the team of law enforcement officers/inspectors • May be required to attend service delivery/urban law enforcement meetings/forums • Interact with relevant stakeholders with regard to contraventions • Forward input on work improvements • May be required to perform various ad-hoc duties delegated by the operations manager to ensure that he/she receives professional support for the achievement of the unit's delivery objectives • May be required to visit informal settlements and potentially unsafe buildings.

Leading competencies: • Ability to function under stress • Time management • High level of confidentiality and organisational skills • Research and information gathering skills • Excellent people/interpersonal skills (including diplomacy, problem-solving, negotiating and conflict management skills) • Ability to work independently or in a team and take initiative where necessary to achieve necessary outcomes.

Core competencies: Value and integrity, attention to detail and quality focused.

Applications for this position, together with a comprehensive CV, should be forwarded to

e-mail: SiphweK@joburg.org.za Enquiries: Siphwe Khumalo, tel. (011) 407 7085

Branch: Land Use Management

Senior Specialist Town Planner

Salary range: R36 758.53 pm (basic salary excluding benefits)

Appointment requirements: • BTech/Degree in town planning or any tertiary qualification related to the regional planning discipline (NQF level 7) • 4-6 years' relevant experience with regard to town planning • Basic knowledge of development and land use concepts and functions • Knowledge of committee processes • Computer literacy in Microsoft Office • Verbal and written communication skills • Problem-solving and information-gathering skills.

Primary function: Independently interpret, consider, assess, evaluate and process various types of town planning applications, provide input into the formulation of Council policy frameworks and provide sound town planning advice to all parties, organisations and the general public in order to promote the harmonious and orderly development of the City.

Key performance areas: • Make and forward input on work improvements • Evaluate and process complex/complicated applications where strategic decision-making is required • Provide town planning advice • Provide mentorship and guidance to professional officers (town planners) • Evaluate and assess specific Council-owned land use development applications or nodes of importance (Sandton, Rosebank, Libro Park Corridors of Freedom) • Perform various ad-hoc duties delegated by the manager from time to time.

Leading competencies: Change, people management, stakeholder and risk and asset management.

Core competencies: • Attention to detail and high levels of accuracy and excellent planning, organising and time management skills • Good negotiation and conflict management skills • Ability to operate in a highly intensive customer service and public interface environment with continued pressure to deliver high-quality work standards • Ability to work independently with minimal supervision.

Applications for this position, together with a comprehensive CV, should be forwarded to

e-mail: NthabisengMaj@joburg.org.za Enquiries: Nthabiseng Majara, tel. (011) 407 6534

Department: Economic Development

Branch: Sustainable Employment Facilitation

Deputy Director: EPWP Coordination

Salary: R47 283.58 pm (basic salary excluding benefits)

Appointment requirements: • B-degree in administration, public management or development studies/NQF level 7 • 8-10 years' experience of which 3-5 years should be at entry/middle management level • Knowledge of decision-making processes, corporate governance, local government, public administration legislation, quarterly report analysis and business planning processes • Computer literacy (MS Office, internet and Outlook) • Good communication, coordinating, financial resource management and report-writing skills.

Primary function: • Head the EPWP Citywide, ensuring that the programme is implemented across three sectors • Oversee the implementation of EPWP and ensure compliance with the EPWP policy and framework within the City and in line with the strategies and plans approved by the Mayoral Committee and Council.

Key performance areas: • Manage and coordinate Citywide EPWP implementation • Facilitate job creation initiatives coupled with training • Ensure all City departments and JMEs plan, implement and report their EPWP initiatives • Align plans to the priorities of the Economic Development Sector • Responsible for appropriate and timeous reporting to the Director on related matters and administration of the EPWP Unit.

Leading competencies: • Advanced project management • Familiar with applicable project management tools • Strong liaison and report writing skills • Coordinated, strategic insight to see bigger picture • Self-management • Strategic leadership • Change management • People management • Attention to detail • Interpersonal skills to interact with people on various levels • Ability to manage and cope with pressure • Creative and logical thinking abilities.

Core competencies: • High ethical standards and integrity • General human resource management and networking experience • Excellent working knowledge of public sector strategies and developmental imperatives • Confidentiality.

Centre Manager: Opportunity Centre (14 Posts)

Salary: R36 758.53 pm (basic salary excluding benefits)

Appointment requirements: • B-degree in business administration/economic development or any business-related degree (NQF level 7) • 3 years' experience in business management/economics • Computer literacy (Microsoft Word and Excel) • Good communication, coordinating and project management skills.

Primary function: Oversee the effective implementation of the Centre's programmes/projects aimed at advancing the economic development and growth of the City of Joburg in line with strategies and plans approved by the Mayoral Committee.

Key performance areas: • Prepare comprehensive reports and capture all activities occurring at the Centre • Direct information management within the centre • Effectively manage the implementation of the programme strategy • Oversee a project management plan • Lead and direct staff of the unit to enable them to achieve the set objectives • Effective financial management of the centre.

Leading competencies: Confidentiality, professionalism, economic and business values and CoJ values, Batho Pele principles.

Core competencies: • Basic knowledge of business management/economic concepts and functions • Knowledge of business management and economic development training processes and business values and CoJ values.

Business Advisor: Opportunity Centre (14 Posts)

Salary: R25 876.87 pm (basic salary excluding benefits)

Appointment requirements: • National Diploma in economic development or business management or any other tertiary qualification in a business management or economic discipline at NQF level 6, business advisory certificate • 2 years' experience in business management/economics • Computer literacy (Microsoft Word and Excel) • Good communication, coordinating and project management skills.

Primary function: To ensure an effective and efficient business advisory service for the development and empowerment of SMMEs.

Key performance areas: • Provide strategic business development services, primarily to develop small and medium enterprises • Provide planning for a business advice plan • Ensure that the business advisory services are implemented according to the business plan • Ensure effective business intervention.

Leading competencies: Confidentiality, professionalism, economic and business values and CoJ values, Batho Pele principles.

Core competencies: • Basic knowledge of business management/economic concepts and functions • Knowledge of business management and economic development training processes and business values and CoJ values.

Department: Economic Development

Branch: Policy and Planning

Deputy Director: Targeted Sector Strategy

Salary: R47 283.58 per month (basic salary excluding benefits)

Appointment requirements: • A postgraduate qualification in economics/NQF level 8 • At least 6 years' experience in policy research and/or sector economic research in academia or the public services • At least 3 years' experience in managing research projects and a proven track record of successful completion of such projects • Excellent people management skills, in particular in relation to coaching and mentoring subordinates • Proven experience in working with research institutes, civil society organisations, academia and government departments in the economic cluster • Experience in monitoring and evaluation techniques • Excellent communication skills (verbal and written) • Knowledge of current political and economic affairs • Knowledge of government policies and funding sources. Experience in setting up and managing monitoring and evaluation systems for the public sector will be an added advantage

Primary function: To support, manage and facilitate the formulation of targeted sector strategies to foster economic growth in line with the City's strategic and economic strategy.

Key performance areas: • Develop an execution strategy and plan for the sub-unit's utilisation of the strategy planning framework and process of the department • Develop and recommend targeted sector strategies for the department and municipal entities through research and collaboration with key role-players and stakeholders • Manage quality and standards of sector research outputs through the setting up of research standards, oversight and coordination of monitoring and evaluation of sector research • Manage sector economic research projects by utilising the agreed research framework and methodology to identify trends and share new information • Develop and maintain a sector research knowledge management system by identifying, capturing, structuring, leveraging and sharing information with relevant stakeholders • Lead sector research participation in internal and external stakeholder engagement sessions according to agreed stakeholder management frameworks to build suitable networks and skills • Lead and manage staff under the guidance of the performance management policy of the City.

Leading competencies: • Advanced project management • Familiar with applicable project management tools • Strong liaison and report-writing skills • Coordinated, strategic insight to see bigger picture • Self-management • Strategic leadership • Change management • People management • Attention to detail • Interpersonal skills to interact with people on various levels • Ability to manage and cope with pressure • Creative and logical thinking abilities.

Core competencies: • Knowledge of economic indicators relative to international, national, provincial and local government trends • General human resource management and networking experience • Excellent working knowledge of public sector strategies and developmental imperatives.

Applications for the above four positions, together with a comprehensive CV, should be forwarded to

e-mail: RihrandzuM@joburg.org.za Enquiries: Rihrandzu Maluleke, tel. (011) 703 5262

Department: Public Safety: Emergency Management Services (EMS)

Branch: Proactive Services

PIER Inspector

Salary: R36 758.53 pm (basic salary excluding benefits)

Appointment requirements: • Grade 12/NQF level 4 • NFPA 1001 Firefighter level 2; NFPA 472 Hazmat Operations level 2; NFPA 1035 Fire and Life Safety Educator level 2/3; NFPA 1041 Fire Service Instructor level 1 • AEA and registered with HPCSA • Diploma in Fire Technology from SAESI or Diploma in Public Education or ECOT or Teaching/Education or education-related diploma; Train the Trainer; relevant tertiary qualification or equivalent NQF level 6 • 5 years' supervisory experience within the PIER section as a community educator with practical experience in management, preferably in EMS and PIER • Code C1 driver's licence with PDP • Intermediate computer literacy in Word, Excel, Access and PowerPoint • Overtime/standby environment.

Primary function: • Lead and manage the Proactive Services and PIER Unit by coordinating and ensuring the implementation of strategic objectives and policies to enable the directorate to successfully achieve its mandate in relation to EMS activities • Take responsibility for coordinating, managing, directing and overseeing the development and delivery of instructions intended to educate and inform the public regarding fire and safety education and functions of EMS through the use of media and relevant communication networks with the objective of decreasing facilities and mortalities.

Key performance areas: • Ensure policies and procedures are implemented and communicated to the relevant stakeholders so that the Pro-Active Services and PIER Unit strategic imperatives of the sector are met • Ensure the effective compliance with all relevant regulations, standing orders and legislation that guide the dissemination of public information, education and relations and its mechanisms • Monitor the implementation of strategic planning to ensure that it is aligned with the agreed business model and said objectives • Lead and direct staff within Strategic and Planning Technical and Business Development • Disseminate information within the BESAFE Centre and provide reports detailing various interventions and outcomes within the region • Participate in management of large-scale incidents by physically responding to the scene and reporting to the incident management system • Contribute towards the development of policy and standards for public information • Liaise and partner with the media on a wide range of media-related matters • Manage, coordinate and control all PIER administration, including the BESAFE Centre as