



City of Johannesburg
Pikitup

Pikitup Head Office
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www.pikitup.co.za
www.joburg.org.za

EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
General Manager: Communications & Stakeholder Management	Office of the Managing Director	E

PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019

CLOSING DATE: MONDAY, 02 DECEMBER 2019

REENA BUDREE
EXECUTIVE MANAGER: HUMAN RESOURCES



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VACANCY: GENERAL MANAGER: COMMUNICATIONS & STAKEHOLDER MANAGEMENT

Date of the advert: 17 November 2019

Closing Date for application: Monday 02 December 2019 (16h30)

Department : Office of the MD
Post Title : General Manager: Communication & Stakeholder Management
Location : Head Office
Level : E

Reference No: HR13/COMMS/2019

Post Description

To build, maintain and protect the PIKITUP Brand. To effectively manage both the internal and external communications function of the company and protect PIKITUP's reputation. To assist in building and maintaining effective liaisons with the company's various stakeholder (including regions served by the CoJ Council, the CoJ Councillors, Local Communities, and National and Provincial departments). To build public education and awareness around waste minimisation and environmental management strategies of PIKITUP.

Key Responsibilities

- ✓ Responsible for spearheading strategic direction initiatives and planning, coordination, and management of the Pikitup's integrated marketing, public relations, and strategic communications strategy.
- ✓ Responsible for creating, implementing and measuring the success of a comprehensive marketing, communications and public relations program that will enhance the organisation's image and position within the market place and the general public, and facilitate external communications.
- ✓ Support the organisation's staff and board in developing and maintaining strategic partnerships with external organisations and funders.
- ✓ Ensure articulation of Pikitup's desired image and position, assure consistent communication of image and position.
- ✓ Responsible for editorial direction, design, production and distribution of all Pikitup publication.
- ✓ Coordinate media interest in the Pikitup and ensure regular contact with target media and appropriate response to media requests.
- ✓ Design and implement a robust interactive and popular system of internal communications.
- ✓ Establish an effective liaison role with the City of Johannesburg to ensure that a two-way liaison channel is created and maintained, and those issues concerning the company and stakeholders are addressed effectively and efficiently.
- ✓ Create an effective stakeholder liaison network by attending local community organisation meetings which are served by the company.
- ✓ Ensure that a balanced relationship is established with the local community and that this relationship is maintained effectively to the benefit of the company.

Minimum Requirements

Minimum Qualifications

- ✓ Relevant degree in Communication, Public Relations Management or related.

Minimum Experience

- ✓ 8 years' relevant experience in communication & stakeholder management.
- ✓ A minimum of 5 years senior management experience in communication and stakeholder.

Required Competencies

Knowledge

- ✓ Strong commercial understanding.
- ✓ Understanding of Municipal Finance Management Act (MFMA) and related regulations.
- ✓ Knowledge of Treasury Regulations and Public Service Regulations.
- ✓ Knowledge of the South African Auditing Standards.
- ✓ Knowledge of South African labour legislation.
- ✓ Knowledge of industry standards, best practices and trends in the discipline.

Skills

- ✓ Strong communication and diplomacy skills.
- ✓ Analysis and problem solving.
- ✓ Strategic formulation and implementation.
- ✓ Report writing skills.
- ✓ Human Resources Management skills including performance management.
- ✓ Conflict Management including negotiation and mediation.
- ✓ Influencing and collaboration skills.
- ✓ Effective verbal and written presentation at all levels.
- ✓ Report Writing.
- ✓ Computer skills including Ms Word and Excel.
- ✓ Change Management.
- ✓ Project Management.
- ✓ Basic Finance and Budgeting.

Behaviours

- ✓ Integrity and Honesty.
- ✓ Strategic thinking.
- ✓ Organising and prioritizing.
- ✓ Judgement and decision making.
- ✓ Adapting and responding to change.
- ✓ Developing relationships.
- ✓ Dynamic and influential.
- ✓ Networking and collaboration.

Preferences/Advantages

- ✓ A postgraduate degree in a relevant field.
- ✓ 10 years' communication & stakeholder management experience.
- ✓ Experience working in a local government environment.

Interested **applicants** must please complete the application form available on the vacancies page at pikitup.co.za. For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to recruit152019@pikitup.co.za by **16h30** on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.