



PERMANENT POSITIONS

<u>Department:</u>	Metropolitan Trading Company (MTC)
<u>Position:</u>	Knowledge Management and Communications Specialist (Permanent)
<u>Salary Range:</u>	Market Related Salary
<u>Division or Cluster:</u>	Management Support
<u>Reports to:</u>	Management Support Manager
<u>Workplace:</u>	Braampark

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- National Diploma in Marketing Management or NQF Level 6
- Understanding and Familiarity with the knowledge management professional communications and the publication process.
- A minimum of 3 years of progressively responsible, professional-level experience in organizational or action learning, development and/or knowledge management.
- Must be able to function under pressure and stressful situations
- Good interpersonal, Excellent Analytical skills and facilitation skills
- Verbal and written communication skills at all levels, Excellent report writing skills
- Be objective, clear thinking, Planning, organizational skills and attention to detail
- Fluency in English and Computer literate

Short Detailed Job Description:

- Identify, lead and direct strategies relating to long term financial sustainability of the Organization
- Maintain a list of MTC project stories appropriate for COJ newsroom publications
- Maintain flow of internal communication through emails (blackboard news), Notice boards, Internal newsletters
- Communication of open vacancy, through websites, COJ website, Jozi net and emails.
- Create media platforms
- Manage websites
- Take pictures of MTC events/projects
- Ensuring Documents are up-to-date and readily accessible on SharePoint.
- Maintain huge amount of historical materials and documents in an organized manner.
- Update and upload documents on share-point and safe information offline (Files, computer folder
- Circulate documents with staff members where necessary
- Manage and monitor share-point
- Attend COJ newsroom meetings on behalf of MTC Management support.
- Planning and Coordinating events, trainings (SharePoint) for staff in conjunction with MTC strategies
- Maintaining and updating all relevant administrative folders pertaining to MTC accountabilities and responsibilities
- Provide general administrative and clerical support including mailing
- Maintain electronic and hard copy filing system
- Type, edit and proofread documents

For further information relating to Job Description and Specification, interested applicants can contact:

Contact Person: Viola Nzou
Tel No: (011) 431 1357

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:

E-Mail: recruitment1@tianaconsulting.co.za

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CLOSING DATE: 17 NOVEMBER 2018

VACANCY CIRCULAR: **MTC RECRUITMENT 026/2018**
