



**Title of position:** STAKEHOLDER RELATIONS AND COMMUNICATION EXECUTIVE  
**Number of subordinates:** 2  
**LOCATION:** NORTHERN CAPE (Periodic travel to Centurion and Thabazimbi)  
**SALARY:** (TOTAL Cost to Company Package), dependent on experience.

**Role Purpose:**

Reporting to the CEO, the incumbent in this role will be responsible for stakeholder engagement coordination, develops and implements marketing, communication, industry and community relations, advocacy and stakeholder relations programs and strategic plans. The Executive Manager leads, and develops tactical plans and initiatives in partnership with internal and external executives, advisors and stakeholders to deliver on market, communication, advocacy and stakeholder engagement strategies designed to support the organisation's mission, mandate, projects and initiatives. Position and manage the SIOC brand as a key player in the community environment.

**Key Performance Areas: Core, essential responsibilities/ outputs of the position (KPA's)**

**The Key Performance Areas Include:**

- (a) Strategy development and implementation:
  - Develop and implement a Stakeholder Management Strategy to ensure effective stakeholder management for SIOC-cdt.
  - Monitor, evaluate and review the strategy at least every 2 years.
  - Administer the necessary stakeholder management processes and systems.
  - Support SIOC-cdt personnel responsible for interacting with stakeholders in implementing appropriate engagement practices, including proper planning and regular reporting.
- (b) Stakeholder enhancement through proactive engagement and compliance with legal requirements:
  - An essential element in developing the strategy will be the creation of a stakeholder matrix which will identify key and priority stakeholders. The stakeholder executive primary responsibility will be to closely manage relations with these stakeholders to maintain SIOC-cdt's social licence to operate;
  - Promote compliance within the company and manage perceptions amongst government stakeholders on the status of compliance;
  - Provide training to enhance stakeholder engagement practices in the company and continuously evaluate training and guidance needs of employees;
  - Keeping abreast with developments in the community development space, and ensuring that the trust management is well informed of those developments and their implication, is an objective best implemented at corporate level;
  - Creating networks and ensuring that SIOC-cdt participates in industry representative bodies and is positioned as a credible partner for community development.
- (c) Stakeholder Management reporting:
  - Reporting to EXCO, SETCO and SIOC-cdt board and stakeholders;
  - Inculcating a culture of planning, analysis of issues, reporting and sharing of information within the trust
- (d) Maintaining relationships:
  - Stakeholder Day
  - Community roadshows
  - Informal engagements
- (e) Communication and brand management:
  - To manage the communications manager and ensure that a suitable communication, brand management and social media strategy is in place

**Minimum Requirements**

**Educational Qualification and experience**

- Recognised degree in Social Science or equivalent qualification.
- 5-8 years experience as a specialist in Communications and Stakeholder Relations or related field and at least 3-5 years in a senior management role
- experience and track record in mining industry and local and provincial government.

*Community Development experience will add as advantage.*

- Exposure to multiple stakeholder management processes such as NGO's, Government, business partners and community structures. Specific exposure to the Northern Cape Province will be an added advantage.
- A clear and comprehensive understanding of the impact of government policy on the mining industry and community development.
- Knowledge and experience in:
  - Stakeholder relations;
  - Market Research;
  - Image and Branding management;
  - Public relations
  - Internal and external communication (including social media platforms)
- Financial management skills and reporting
- Excellent communications skills, budgeting and reporting;
- Knowledge of relevant legislation, analysis of the political and legislative landscape

**Skills and competencies:**

- Excellent written and verbal communication skills;
- Strategy development and implementation;
- Research skills;
- Understanding of Corporate Governance and the RSA legislative framework governing communication;
- Attention to detail and ability to exhibit high levels of accuracy in final work produced;
- Excellent planning and organising skills;
- Time management and ability to prioritise and work within and meet tight deadlines with the ability to prioritise time-sensitive assignments;
- Ability to maintain confidentiality, honest and trustworthy;
- Proactive in obtaining information from stakeholders;
- Good analytical and decision-making skills; and
- Strong knowledge of Microsoft Suite Office applications.

**Personal Attributes**

- Exceptional interpersonal and relationship-building skills and ability to interact at high levels within the organisation;
- Strong sense of ethics;
- Team player with ability to work as part of a diverse team;
- Independent worker and self-driven individual that can work with minimal supervision;
- Ability to interact/network with people at all levels;
- Assertiveness and high confidence levels;
- Performance driven & reliable; and
- Results orientated.

**Other Requirements**

- Able to work long hours
- Own transport
- Frequent travel to the Centurion and Thabazimbi offices will be required.

Interested candidates for the position are requested to kindly send their CV's, application letter, certified copies of qualifications and Identity documents (applications without all the required documents will not be considered). Applications marked for the attention of the HR Administrator can be e-mailed to hr@sioc-cdt.co.za or per post to / hand delivery at the following address. If you did not hear from us within 30 days after the closing date, please note that your application was unsuccessful. Verification of qualifications and competency assessment will be conducted with potential candidate/s.

KATHU OFFICE CNR HENDRICK van ECK & IAN FELEMMING ROAD,  
 SIOC-CDT OFFICE PARK, BLOCKA, GROUND FLOOR KATHU  
 Enquiries: HR (012) 679 2002 / Thandiswa Matose (012) 679 2003

**Closing date: 09 February 2018 (16h00)**