



## VACANCY

<b>REFERENCE NR</b>	:	<b>CA_04/2020</b>
<b>JOB TITLE</b>	:	<b>Head of Department: Corporate Affairs</b>
<b>JOB LEVEL</b>	:	<b>E2</b>
<b>SALARY</b>	:	<b>Negotiable</b>
<b>REPORT TO</b>	:	<b>Executive Strategy Management</b>
<b>DIVISION</b>	:	<b>Strategy Management</b>
<b>Department</b>	:	<b>Corporate Affairs</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Fixed Term Contract: 5 years</b>

### Purpose of the job

To lead the management of strategic marketing and communications which encompasses the development and execution of high-quality and professional corporate services within SITA using targeted integrated communication and marketing strategies. In this capacity, provide support to executive leadership in divisions and provinces in creating a strong brand whilst enhancing and protecting SITA's reputation and increase its share of effective media voice and key stakeholder relationships through a variety of innovative traditional and digital communication and marketing channels and solutions and corporate social investment positioning.

### Key Responsibility Areas

Develop an integrated communication and marketing strategy for the management of the SITA image and reputation, positioning and promotion of the SITA brand, products and services;

Oversee and monitor the implementation of communications to keep internal and external stakeholders informed of SITA products, services, developments, initiatives and activities;

Manage and provide professional marketing services to position and promote the SITA brand, identity, products and services; ensuring marketing contributes to the strategic direction of SITA;

Develop, maintain, protect and enhance the overall reputation and corporate image of the organisation through various Public Relations strategies. Lead the identification, development, implementation and review of corporate social investment programmes that builds SITAs image and reputation as a responsible corporate citizen. Engages in ongoing two-way communication with internal stakeholders, Media and Government in support of the SITA's brand and business strategies. Provide marketing research and media and monitoring services nationally and regionally to ensure that insights are captured, emerging issues identified and mitigated together with highly specialised recommendations and advice to executive leadership. Financial and business management. Lead the effective management of Corporate Affairs Risk Management. Human Capital Management.

### Qualifications and Experience

**Minimum Qualifications:** Bachelor's Degree in Communication and/or Marketing and/or Public Relations.

**Preferred Qualification:** M Tech in Communications or Marketing or Public Relations.

**Experience:** 8+ years' experience in marketing or communication or public relations, including at least 4 years' experience in senior management or management experience in marketing or communication or public relations.

### **Technical Competencies Description**

Capacity Planning and Resource Management; Strategy Formulation; Policy Development, Review and Implementation; Budget and Finance Management; Risk Management; Asset Management; Stakeholder Management; Monitoring and Reporting; Marketing and brand management; Communication management; Media management; Public relations management; Marketing management.

### **How to apply**

**Kindly forward your CV to:** [Lindi.recruitment@sita.co.za](mailto:Lindi.recruitment@sita.co.za) stating the position applying for and the relevant reference number

**Closing Date: 23 April 2020**

### **Disclaimer**

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to people from the designated group.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful;
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for;
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA);
- Only candidates who meet the requirements should apply;
- SITA reserves a right not to make an appointment;
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking;
- Correspondence will be entered to with shortlisted candidates only; and
- CV`s from Recruitment Agencies will not be accepted