



VACANCY

REFERENCE NR	:	VAC01362
JOB TITLE	:	Senior Manager Corporate Social Responsibility
JOB LEVEL	:	D5
SALARY	:	R 986 492 – R 1 479 739
REPORT TO	:	HOD: Corporate Affairs and Stakeholder Management
DIVISION	:	Office of the Executive Caretaker
DEPT	:	Corporate Affairs and Stakeholder Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

The CSR Manager is a subject-matter expert, internal and external leader responsible for ensuring progress in a company's ongoing commitment to become a more sustainable and socially responsible company. This includes the overall monitoring of the organization's contribution to CSI through its business practices to ensure sustainability and enhance its standing as a good corporate citizen. This position makes recommendations to the organization and helps to execute strategies to enhance the company's approach to all social responsibility issues, including sustainability, governance, community involvement, and charitable giving. The manager acts as lead staff on specific green and other CSR initiatives, supervises a CSR officer / manager responsible for employee volunteering and charitable funds, coordinates a cross-functional CSR Advisory Forum, represents SITA at external events, plans and executes employee CSR engagement efforts, and manages relationships with external parties and consultants.

Key Responsibility Areas

Develop CSR Strategy and Policy to achieve CSR objectives. Develop Implementation Plan to drive and attain strategic CSR objectives. Research, benchmark, develop, maintain and review Corporate Social Responsibility methodologies and techniques. Conduct Risk/Benefit Analysis. Manage Stakeholder Engagements. Drive CSR Business Integration. Oversee all CSR related Communications. Overall Management of Annual CSR Program.

Qualifications and Experience

Minimum: 3-year National Diploma / Degree in Marketing, Communications or related fields - at least NQF level 6.

Experience: 8 - 10 years' experience in Corporate Social Investment/Responsibility, of which at least 4 years at management level in CSI, and proven track record in the social responsibility field, with experience building programs from the ground up.

Technical Competencies Description

Have competency and passion for social impact work, with particular understanding of Corporate Social Investment; Project management methodology; Educational, human rights, sustainability, community development issues; Influential, with political and environmental awareness; Business insight and commercial awareness; How CSR fits into the wider strategic business context and company brand; Communications or media relations principles, theory and practices; Internal communications methodologies and processes; E-media platforms, tools and methodologies; Customer management; Research and survey tools and methodologies.

Leadership Competencies: Customer Experience, Collaboration, Communicating and Influencing, Honesty, Integrity and Fairness, Outcomes driven, Planning and Organising, Decision -making.

Other Special Requirements

N/A.

How to apply

Kindly send you CV to: Puleng.recruitment@sita.co.za

Closing Date: 20 October 2021

Disclaimer

SITA is an 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 members of designated groups.

- 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.
- CV`s from Recruitment Agencies will not be considered.
- CV's sent to incorrect email address will not be considered