



VACANCY

REFERENCE NR	:	Company Sec – LAS-Jan-2018
JOB TITLE	:	Company Secretary Lobbyist Advisory Services
JOB LEVEL	:	E2
SALARY	:	R 946,616 – R 1,577,693
REPORT TO	:	Company Secretary
DIVISION	:	Company Secretary
Department	:	Stakeholder Relations Management
LOCATION	:	Erasmuskloof
POSITION STATUS	:	Two (2) Years Fixed Term Contract (Internal / External)

Purpose of the job

To engage and lobby the Shareholder, Parliament, Cabinet, Board, Provincial Legislatures, National and Provincial departments, Local Government, ICT Industry, other state organs, and internal SITA structures to maintain SITA's visibility and credibility.

Key Responsibility Areas

Provide Strategic advisory services on stakeholder relationships and perception management of SITA through proactive lobbying in order to meet stakeholder expectations. Monitor and analyse debates on policy and legislative processes that have an impact on the organisation and advise accordingly in order to ensure compliance with the policies and legislation. Lead and provide guidance on the liaison role and interaction with the Parliament, Cabinet, Legislatures, SALGA, Shareholder, Industry and related Stakeholders. Sustain the relationship with government bodies and help SITA market and safeguard the organisation's interests efficiently. Advisory services on specific projects and or assignments.

Qualifications and Experience

Minimum: B Degree in Public Administration or Political Science or Public Relations or Communications or equivalent.

Experience: 8 -10 years proven experience in stakeholder/ public relations which should include experience in Parliamentary frameworks and processes and engagements as well as the ICT Industry.

Technical Competencies Description

Knowledge of: Understanding of Government policies and priorities. Understanding of the IT business, ICT industry, political environment and interaction. Knowledge and understanding of political lobbying and public affairs. Knowledge in areas such as the functioning of the political and legislative system. Awareness of current affairs and a passion for finding out new information. Knowledge of how communication operates within and across various political, business and public and government contexts and cultures. Knowledge of current affairs to advise on how to promote and protect their interests. Knowledge of the Media Industry and relationship with the Media Houses. **Skills:** Capacity for critical, analytical and independent thinking. Monitoring and evaluation, Strategic focus, Excellent research and project management skills, Excellent persuasive ability, Excellent problem solving skills, Self-confidence and ability to network effectively, Excellent presentation and IT skills, Excellent negotiation and facilitation skills, Ability to work on own initiative, Ability to work well under pressure, Excellent organisational, scheduling and planning skills with the ability to juggle different priorities and meet deadlines, Achievement orientated and results driven. Lobbying, Excellent Stakeholder engagement, Political and Business acumen, Policy analysis in relation to legislative environments.

Other Special Requirements

Knowledge and experience of the Media Industry, relationship with the Media Houses. Previous public relations experience and a network of contacts with policymakers and other members of public office. a deep understanding of the ICT business in active legislation, strong communication skills to reinforce SITA's position on the issues at

hand and possess a working knowledge of other interest groups holding a similar position, strong persuasive and networking abilities as well as the functioning of the political and legislative system, transformation and change agent abilities.

How to apply

Kindly send your CV to Sophia.recruitment@sita.co.za

Closing Date: 04 February 2018



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.

- 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 accepted