

Job Title:	Corporate Communications Manager
Salary	Negotiable
Reporting to	Senior Manager: Human Capital Division and Corporate Communications
Based:	Pretoria
Reference No:	HRREC009/2022
Employment Type	Permanent

Qualifications & Experience:

A Bachelor's Degree in Marketing, Communications, Public Relations, or Journalism or equivalent is a minimum requirement. 5 years' experience in the communications environment at a managerial level. Excellent written and verbal communication skills in at least two official languages.

Purpose:

The Corporate Communications Manager is the lead decision maker on all corporate communication activities the NAMC engages in and is responsible for the development, management and coordination of the communications strategy and all associated, tasks and initiatives in line with the NAMC policies and procedures.

Skills & Knowledge:

Ability to function effectively under pressure and be deadline orientated. Ability to deal with National and Provincial government departments, stakeholders and staff in an appropriate manner. Ability to function independently, as well as within a team.

Knowledge and understanding of Public Communications, Public relations and Marketing guidelines. Broad knowledge of all media and excellent public relations skills. Deep understanding of, experience with, and proven success directly managing social media.

The successful candidate will be expected to amongst other

- Develop and manage the effective implementation of the communication strategies and plans in line with NAMC strategic objectives, policies and procedures.
- Communicate the NAMC's vision by developing and implementing short- and long-term Media strategies for specific projects and initiatives.
- Conceptualize, maintain and create updated content for all communication platforms, including Newsletters, Publications, Website and social media.

- Monitor news, updates, and research relevant to initiatives and sector; recommend and create related content to distribute broadly and accordingly.
- Increase the visibility and status of the NAMC reputation and create awareness regarding its work and how it disseminates its research to the public.
- Liaise with key divisions to develop proactive communications plans to support their business objectives.
- Undertake Media training for Council, Management and other relevant Officials.
- Serve as writer and editor for a broad array of organizational communications, including brochures, newsletters, annual reports, and presentations.

Please fill in the application form and forward your applications to hrrecruitment@namc.co.za. Closing date: **19 December 2022.**

Short-listed candidates will be subjected to reference checks and qualification verification. If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**:

I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit www.namc.co.za or contact Ms Pamela Shoyisi at Pshoyisi@namc.co.za for further information. The NAMC reserves the right to withdraw, amend or not fill the position.