

The Sishen Iron Ore Company-Community Development Trust (SIOC-CDT) was established in 2006 by Sishen Iron Ore Company Pty Ltd (Kumba Iron Ore Limited), to invest in the development of the communities in which the company operates. The Trust focuses primarily on beneficiary communities adjacent to the Sishen Iron Ore Company's (SIOC) mining activities in the Northern Cape and Limpopo and invests significantly in community development projects aimed at ensuring sustainability beyond mining operations.

SIOC-CDT reserves the right not to appoint in this role

Stakeholder Relations Manager

Five-year Fixed Term Contract

(Total package: Market Related salary)

Centre: Kathu, Northern Cape

The position reports to Head of Stakeholder Relations and Communications, and the primary role of the incumbent will be in support of SIOC-CDT's Community Development Strategy by ensuring effective implementation of SIOC-CDT's projects in the beneficiary communities of the Trust in the Northern Cape.

Key performance areas:

Develop and implement stakeholder engagement plans in accordance with stakeholder management strategy • Develop and maintain mapping documents and contacts database • Develop implement, maintain stakeholder database, and conduct continuous needs assessments • Manage stakeholder mapping, profiling and prepare communications to stakeholders and respond to stakeholder enquiries • Conduct environment scanning and socio-political analysis • Submit findings report to the Head Stakeholder Relation and Communications • Conduct community needs assessments that will inform planning • Implement standardized budget control system • Evaluate negative trends and introduce remedial solutions • Provide input into annual budget planning process and submit to line management for approval • Monitor and allocate expenses, assess expenditure and resolve gaps • Support identification, implementation and development of processes to optimize cost efficiency • Implement and effectively manage the approved budget (Operational and Labour) • Identify and develop processes to increase efficiency and reduce cost driver • Continuously review cost vs. benefit, report variances, recommend and implement remedial action within span of control to minimize variances • Build and maintain healthy, diverse internal and external relationships to ensure achievement of the department's goals • Implement remedial actions where required • Provide professional support to internal and external stakeholder to ensure achievement of departmental and organizational objectives • Plan, schedule, coordinate and supervise subordinate activities to ensure efficiency and achievement of goals • Participate in people development initiatives such as performance management, succession planning and talent management to ensure team performance meet required standards • Agree and implement own and sub-ordinates development plans • Assess team development needs and close gaps • Coach subordinates by explaining how and what must be done to ensure appropriate team development • Contribute to the development and continuous improvement of organizational standards, policies and procedure within span of control and monitor implementation to ensure full compliance • Monitor and ensure adherence to statutory regulations, organizational standards, policies and procedure • Ensure remedial actions are implemented timeously to address non-conformances • Ensure effective and regular communication of new statutory regulations, organizational standards, policies and procedures to ensure full awareness amongst employees and contractors • Anticipate change and align reporting and information requirements forecast deviations and take medium-term proactive action Initiate internal audits • Obtain, check and refine information • Collate and submit reports • Run data exception reports and take corrective action • Conduct document control spot-checks.

Minimum Requirements and Attributes:

National Diploma / Degree or equivalent NQF Level 6 in Social Sciences/ development or related/ communications • Minimum 5 years' experience in similar profession • The person will be required to travel to beneficiary communities in the Northern Cape and in Thabazimbi Limpopo • Proficient in full MS Office package (Ms Word, Excel, Power Point) • Should be able to prepare and present reports • Driver's License is essential • Being able to work under pressure and available to work on weekends when required.

Competencies Required

Analytical and detail orientated • An ability to communicate in writing • Sound interpersonal skills • Problem solving • Planning • Organising • Excellent Communication • Report writing • Negotiation skills • Strong sense of ethics.

Applications

For applications stating the name of the position, please forward your CV, certified qualification copies (A SAQA certificate of evaluation must accompany foreign qualifications) to hr@sioc-cdt.co.za

Correspondence will be limited to applicants only. If you do not hear from us within 10 days after the closing date, please note that your application was unsuccessful.

Enquiries: Thandiswa Matose in HR at 066 300 6038

Closing date: 03 December 2021

