

The Sishen Iron Ore Company-Community Development Trust (SIOC-CDT) was established in 2006 by Sishen Iron Ore Company (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.

The organisation reserves the right not to fill this position.

**Stakeholder Relations Officer
(Total package: Market Related salary)
Centre: Thabazimbi, Limpopo**

Job Summary

The position reports to Manager: Stakeholder Relations. The primary role of the incumbent in this role is to coordinate stakeholder engagement activities in support of SIOC-CDT's stakeholder engagement strategy and provide effective support to the Stakeholder Relations and Communications team.

Key performance areas:

Implement stakeholder engagement plans in accordance with stakeholder management strategy. • Develop; implement and maintain stakeholder database and conduct continuous needs assessments. • Conduct 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 Stakeholder Relations Manager. • Conduct community needs assessments that will inform planning. • Provide input into annual budget planning process and submit to line management for approval. • Implement and effectively manage the approved budget (Operational). • 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. • Contribute to the development and continuous improvement of organizational standards, policies, and procedure within span of control and monitor implementation to ensure full compliance. • Ensure adherence to statutory regulations, organizational standards, policies, and procedure. • Collate and submit information for the development of reports. • Run data exception reports and take corrective action. • Plan and coordinate Kanako Social Responsibility (KSR) Programmes aligned to KSR strategy. • Respond to KSR Programmes requests in line with KSR strategy. • Note projects enquiries and refer stakeholders to relevant internal personnel. Provide support in planning and organizing stakeholders outreach initiatives and strategic events. Assist in communication of organizational strategies and messages to internal and external stakeholders. Maintain positive rapport with local print and electronic media. Support all communication initiatives for maximum publicity of SIOC-CDT programmes and projects. Provide support in the collation and verification of information to support process of development of publications material for use on print and electronic mediums (e.g. social media and newspapers etc).

Minimum Requirements and Attributes:

Educational Qualification: Relevant NQF Level 6 Degree / qualification in Social Science/Community Development/Public Relations/ Communications. Experience: Minimum 3 years' experience in Stakeholder Relations Management. Experience in community development environment will be an advantage.

Competencies Required

Stakeholder Engagement • Project Management • Problem solving • Planning • Organising • Strong knowledge of community development • Excellent Communication • Good Presentation skills • Interpersonal and networking skills • Negotiation skills • Change Management • Facilitation • Decision Making.

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: 30th September 2022

