



MARKETING AND COMMUNICATION SPECIALIST (THREE YEAR FIXED TERM CONTRACT)

REPORTING TO: CHIEF EXECUTIVE OFFICER
BASED IN: CAPE TOWN

SALARY LEVEL: R811 560,00- R952 485,00 (TOTAL COST TO COMPANY PER ANNUM)

The Financial and Fiscal Commission (FFC/ Commission) is a constitutional institution mandated by the Constitution of the Republic of South Africa, 1996. The FFC makes recommendations and give advice to the three spheres of Government on financial and fiscal matters.

The Commission requires the services of a **MARKETING AND COMMUNICATION SPECIALIST** for its Office of the CEO. The primary purpose of the job is to provide effective and efficient specialist and professional services on Marketing and Communications in the FFCs engagement with stakeholders and to preserve the image and branding of FFC, so as to ensure that the organisation fulfils its mandate as set out in chapter 13 of the Constitution of the Republic of South Africa, 1996 as amended.

MINIMUM REQUIREMENTS

Bachelor's Degree or National Diploma in Communication/ Public Relations/Media Relations/Marketing.

EXPERIENCE

- A minimum of 4 years relevant experience, of which at least 2 years should be at supervisory role.
- Experience in Professional Business Writing.
- Effective written and verbal communication skills.
- Ability to maintain high level of confidentiality and top secret.
- Computer literate.

COMPETENCIES

- Public Administration
- Communication
- Project Management
- Ethics and Integrity
- Diversity and change management
- Computer Literacy (Outlook, Excel, Word and Power Point)
- High stress tolerance
- Work under pressure

PERFORMANCE AREAS

- **EFFECTIVE AND EFFICIENT IMPLEMENTATION OF THE MARKETING AND COMMUNICATIONS STRATEGY**
 - Develop, implement, and review the Marketing and Communications Strategy.
 - Ensure that the deliverables are budgeted.
 - Ensure timeous completion of the procurement plan.
 - Develop and implement Manage the branding manual and ensure compliance by all users.
- **BRANDING MANAGEMENT**
 - Develop, manage and execute marketing and branding strategies.
 - Co-ordinate the development of branding and marketing material for FFC internal and external events.
 - Liaise with relevant stakeholders on branding and protocol arrangements when hosting stakeholders.
 - Develop, implement, review and ensure version control of

all FFC branding templates.

- Monitor internal and external usage of FFC branding.
- **EVENTS MANAGEMENT AND COORDINATION**
 - Ensure appropriate planning, implementation, and managing of FFC events.
 - Prepare detailed proposals and plan for each event, for approval according to FFC internal protocols.
 - Attend to the registration process for all FFC events and ensure integrity and responsiveness of the process.
 - Prepare write-up about the event and participation for FFC communicate.
 - Prepare business presentations and reports.
 - Ensure that announcements, invitations, programmes and so forth are sent out timeously to stakeholders.
 - Manage and coordinate protocol arrangements for the Commission, CEO and EXCO for events.
 - Coordinate post-event evaluation and analysis.
- **COMMUNICATIONS**
 - Coordinate and manage campaigns by partnering with relevant staff, according to internal protocol, to support the internal culture and value proposition.
 - Ensure that approved communication plans and campaigns are implemented promptly.
 - Manage the end to end communication strategy for staff within FFC internal protocols.
 - Identify and enable effective and measurable communication platforms.
 - Coordinate publications content.
 - Assist in media monitoring and liaison management.
 - Compile and submit monthly, quarterly and annual reports.
 - Upload approved content on website and social platforms according to internal FFC protocols.
- **STAKEHOLDER RELATIONS**
 - Manage and execute internal and external stakeholder events.
 - Develop an annual programme for stakeholder engagements for approval.
 - Ensure implementation of the approved programme for stakeholder engagements.
 - Ensure that the management and communication with stakeholders (Internal and external), media, social network administrators and service providers are carried out promptly and professionally.
 - Manage the social media communications within the framework of FFCs Policies.
- **GOVERNANCE AND COMPLIANCE**
 - Ensure that the Policies, Procedures and Strategic documents relating to Marketing and Communications are updated at all times.
 - Ensure the identification and mitigation of risks related to Marketing and Communications.
 - Ensure that any failure to comply with legislation or the Marketing and Communications Policies and Procedures are brought immediately to the attention of the CEO.

If you wish to apply, please e-mail recruitment1@kgabolize.co.za, att: Norma Maja. Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications not older than three months and certified copy of identity document. Please take note that qualifications and citizenship checks will be conducted on short-listed/ recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback within 3 (three) months of the closing date, please regard your application as unsuccessful.

FFC aims to meet its equity objectives and is committed to the promotion of a representative workforce in terms of the relevant legislation. Preference will be given to previously disadvantaged males and females; and people living with disabilities to achieve the objectives of employment equity.

Closing date for application: 10 March 2025

No late applications will be accepted.