



a world class African city

VACANCY BULLETIN: 002/2024 REF: 003
DESIGNATION SENIOR INTERNAL COMMUNICATION OFFICER
GROUP: OFFICE OF THE CEO
DEPARTMENT: MEDIA LIAISON
REPORTING TO: MANAGER: INTERNAL COMMUNICATIONS

Appointment Minimum Requirements:

- National Diploma (NQF Level 6) National Diploma (NQF Level 6) in Communications/ Marketing Management/ Public Relations/ Media Studies or relevant equivalent
- 3 years' relevant experience in Internal Communications

Primary Function:

To develop, implement, and manage effective internal communication strategies that align with City Power's business objectives. This role is pivotal in enhancing employee engagement and satisfaction by ensuring clear, consistent, and timely communication across all levels of the organization. The Senior Communication Officer is responsible for creating and managing content across various platforms, coordinating internal events, and fostering strong relationships with internal stakeholders. Additionally, the role supports the execution of crisis communication, promotes the corporate brand, and ensures that all internal communications are aligned with organizational goals and values. The Senior Communication Officer also provides specialist advice, collaborates with departments to ensure message consistency, and contributes to the overall effectiveness of City Power's internal communication efforts.

Key Responsibilities

Develop, implement, and maintain the internal communications plan that aligns with business objectives. Enhance employee experience and value proposition through strategic communication initiatives. Regularly review and update the communication plan to meet organizational needs. Identify and implement communication channels and platforms to enhance employee satisfaction and engagement. Research and gather information to identify critical communication issues. Maintain web services by compiling announcements for the intranet and other internal platforms. Create, curate, and manage content for newsletters, memos, announcements, and all internal communication channels. Provide proofreading, editing, and design services for communication materials. Ensure consistency in messaging and alignment with the brand voice. Collaborate with executive management and employees to source content for internal communication. Organize and coordinate employee workshops, seminars, and engagement initiatives such as roadshows. Establish and nurture relationships with internal stakeholders to facilitate effective communication. Provide a specialist or technical service to clients utilizing internal and external resources. Plan, organize, and execute employee workshops, seminars, and other internal and external events. Participate in external events such as public events, stakeholder engagements, and media projects. Assist the Internal Communications Manager in managing and overseeing internal communications function. Support the execution of communication strategies across the organization. Provide general support within the area of responsibility, utilizing existing systems to facilitate services to clients. Organize work according to established strategies, ensuring efficient coordination with other stakeholders.

CLOSING DATE: 26 December 2024 @17H00

ENQUIRIES: 011 490 7687/ 7343/ 7099

TO APPLY EMAIL:

recruitment.officeoftheCEO@citypower.co.za

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NB: The City Power application form must be completed and submitted with the application to the relevant email address provided for the specific position. Failure to complete and submit the form will disqualify the applicant for consideration

Note:

- City Power is an Employment Equity Employer; therefore, preference for this position will be given to candidates whose appointment will enhance representation (especially Gender and Disability).
- If you do not hear from us within 2 months of the closing date, you may assume that your application was unsuccessful.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment.
- City Power reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may

be expected to undergo psychometric assessments.

- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.