



a world class African city



VACANCY BULLETIN: 002/2024 REF 004
DESIGNATION: OFFICER: COMMUNICATIONS
GROUP: OFFICE OF THE CEO
DEPARTMENT: MEDIA LIASON
REPORTING TO: MANAGER: INTERNAL COMMUNICATIONS

Appointment Minimum Requirements:

- National Diploma (NQF 6) in Communications/ Marketing Management/ Public Relations/ Media Studies or relevant equivalent
- 2 – 3 years' relevant experience in Internal Communications

Primary Function:

To support the development and implementation of internal communication strategies that align with City Power's business objectives. This role focuses on creating, managing, and disseminating content across various internal platforms to ensure that employees are well-informed, engaged, and aligned with the organization's goals. The Internal Communications Officer collaborates with various departments to enhance employee satisfaction, supports executive management in engaging employees, and assists in maintaining effective communication channels. Additionally, the role plays a key part in ensuring consistency and clarity in internal messaging and supports crisis communication efforts.

Key Responsibilities:

Provide input in the development of the internal communications plan that aligns with business objectives. Create content for all internal communication channels, including newsletters, intranet, and bulletins. Identify and recommend communication channels and platforms that enhance employee engagement and information sharing. Assist in the management of selected communication tools such as newsletters, intranet, and bulletins. Support the creation of opportunities for executive management to engage with employees through workshops, roadshows, and other programs. Establish relationships with internal stakeholders and provide support in various communication efforts. Support the planning and execution of internal events, ensuring they are aligned with communication strategies. Assist in managing logistics and resources for workshops, seminars, and roadshows. Maintain and update the intranet and internal communication channels with accurate and timely information. Provide support during crisis communication efforts, ensuring timely and consistent messaging. Provide administrative support to the communications team. Assist in maintaining accurate records of communication activities. Ensure compliance with occupational health and safety standards in communication tasks.

CLOSING 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.