



## City of Johannesburg Pikitup

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### VACANCY: MANAGER: STAKEHOLDER LIAISON

**Date of the advert:** 06 October 2024

**Closing Date for applications:** 18 October 2024

**Position** : Manager: Stakeholder Liaison  
**Department** : Communications and Stakeholders Management  
**Location** : Head Office  
**Level** : Task 15/Level D2  
**Reporting to** : General Manager: Communications and Stakeholders Management  
**Reference** : MSL: 12

#### The Purpose

The purpose of this role is to oversee governance of Pikitup's stakeholder relations in line with Kings IV report. To build trust with material stakeholders on behalf of the organisation. To support EXCO's engagement with material stakeholders. To promote Pikitup interests and reputation through effective stakeholder.

#### Key Responsibilities:

- ✓ Develop the stakeholder liaison strategy.
- ✓ Implement the strategy by attending relevant forums and ensuring that an effective liaison relationship is established with all stakeholders.
- ✓ Lead stakeholder engagements in support of effective advocacy outcomes for the organisation.
- ✓ Drive the institutionalisation of the stakeholder engagement practice in Pikitup.
- ✓ Gather intelligence advice and counsel EXCO.
- ✓ Comply with compliance regulatory frameworks for all stakeholder activities.
- ✓ Identify stakeholders that will help the organisation to achieve its strategic imperatives.
- ✓ Establish a relationship as a valued business partner with relevant business stakeholders.
- ✓ Identify opportunities for relevant business units to engage with external stakeholders.
- ✓ Facilitate stakeholder engagements for business units.
- ✓ Facilitate stakeholder attendance and representation at all relevant COJ forums including Section 79 etc.
- ✓ Communicate strategy and developments to internal and external stakeholders.
- ✓ Coordinate work with strategic issues and advocacy teams to address common political economy, socio economic related work across the organisation.
- ✓ Liaise with CoJ's petitions office for responding to stakeholder issues and concerns.
- ✓ Establish and maintain collaborative working relationship with all depots, garden sites and landfill management.
- ✓ Cooperation with other spheres of government.
- ✓ Coordination and monitoring of actions as well as consultation and information sharing.
- ✓ Ensure the execution of policies through effective flow of communication.
- ✓ Ensure that the company is represented in all Government structures and forums relating to the company's business.
- ✓ Negotiate and draft MoU/SLA and ensure they are operationalised

- ✓ Assess risk and manage the stakeholder risk and governance.
- ✓ Ensure that all risk issues are managed properly, and incidents are reported timeously with all relevant stakeholders.
- ✓ Develop methodologies for identifying potential partners in line with the organisational goals.
- ✓ Determine formal mechanism for the engagement and communication with stakeholders.
- ✓ Determine measurement of the quality of material stakeholder relationship and the appropriate responses to outcome.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.

**Minimum Requirement:**

**Minimum Qualification**

- ✓ Bachelor degree in Marketing / Communication/ Public Relations or related field.

**Experience**

- ✓ 5 years relevant experience in a similar position.

**Required Competencies**

**Knowledge**

- ✓ Knowledge of government structures
- ✓ Knowledge of relevant legislation
- ✓ Knowledge of relevant prescripts

**Skills:**

- ✓ Report writing
- ✓ Planning and organising skills
- ✓ Good verbal and written communication
- ✓ Presentation
- ✓ Negotiation

**Behaviours**

- ✓ Customer focus
- ✓ Innovative and solution driven
- ✓ Results driven, tenacious and able to work under pressure
- ✓ Independent worker
- ✓ Advising and counselling
- ✓ Networking
- ✓ Developing relationships
- ✓ Strategic thinking

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to [mslpik@mjvrecruitment.co.za](mailto:mslpik@mjvrecruitment.co.za) by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of email. For enquiries contact **Lindsay Masimbe – Tel: 011 410 9477**

- Please quote the above position name and the reference number on all correspondence relating to this advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

**PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES).**