

### **Advertisement**

#### **Specialist: Communication and Stakeholder Management**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a **Specialist: Communication and Stakeholder Management**, who will report directly to the Manager: Communication and Stakeholder Management and be based at the **Head Office: Centurion**.

**Grading: (Role Band: C3)**

**Salary: R481 709** (Total Cost to Company per annum)

#### **The role of this position is to:**

To provide marketing and communications support by copy writing and editing of all marketing material, annual reports, and brochures ensuring optimal quality of all materials across all platforms that is aligned to the W&RSETA Marketing and Communications strategy.

#### **Key Performance Areas will include but not limited to the following:**

- Copy writing for all marketing material, annual reports, brochures and other organisational documentation ensuring optimal quality
- Manage the conceptualisation, content, editing, proof reading and production of publications such as newsletters and brochures
- Provide editorial services for publications and other documentation for the Organisation
- Content development for the website and other platforms
- Draft and edit press statements ensuring alignment to specifications and requirements
- Provide proactive support in the implementation of the Marketing and Communications strategy and initiatives
- Provide input and insights into the Marketing and Communications Plan to implement the strategic objectives for the business unit
- Ensure that corporate identity standards are maintained
- Support and assist the Marketing and Communications team
- Liaise with other departments to ensure proactive communication of projects and other activities
- Support the development of a high performance culture in the business
- Execute and deliver on Marketing and Communications needs and requirements, within required time frames with optimal alignment with specifications
- Perform against set individual and respective Marketing and Communications delivery targets
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Assist to continuously track, monitor and measure Marketing and Communications performance against set standards and performance targets

- Maintain a close working relationship between the different divisions to ensure the continuous delivery on the Marketing and Communications objectives
- Execute sound administration and recording across all Marketing and Communications services, processes and procedures
- Effectively plan, coordinate, manage and execute ad hoc projects

#### • **Minimum Qualifications and Experience**

- Bachelor's Degree/National Diploma Marketing, Public Relations, Journalism and Graphic Design.
- Working experience as a journalist will be highly advantageous
- 5 years' working experience in a similar position
- Proven track record of managing diverse content development requirements for a corporate organisation
- MSWord, MS Powerpoint

#### **Instructions to applicants**

- All applications must be accompanied by certified copies of the ID and all educational qualifications, and they should not be older than 6 months.
- Applications received after the closing date will not be considered.
- The Wholesale and Retail SETA reserve the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

**NB: Please include the name of the position on the email subject line.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at [recruitment2@wrseta.org.za](mailto:recruitment2@wrseta.org.za). The closing date for applications is: **13 October 2025**.