

# Job Description

## Annexure A | Professional Officer

48 Darwin Road  
Cape Town, 7570  
083 726 1740  
[Nathan.fisher1988@gmail.com](mailto:Nathan.fisher1988@gmail.com)  
**Linkedin:** [@misterfoxx](#)

As a professional officer within the Public Participation Unit, my primary responsibilities encompass the planning and coordination of public participation processes within the Water and Sanitation, Future Planning and Resilience, and Energy directorates.

Additionally, I am assigned with the coordination of the unit's efforts in digital public participation processes, implemented through the Collaborative Platform. My role involves facilitating a seamless transition from legacy platforms to the new collaboration platform and evaluating emerging technologies for their potential in enhancing data collection, analytics, and engagement opportunities.

Furthermore, I provide assistance in managing assets and logistics within the unit. For a more comprehensive understanding of my roles and responsibilities, please refer to the Key Performance Areas (KPA's) outlined below:

### KEY PERFORMANCE AREAS:

#### 1. Public Participation Management:

- Act as the departmental representative for Energy, Water and Sanitation and Future Planning and Resilience, overseeing and coordinating all public participation matters within the designated directorates.
- Advise Councillors, Sub-councils, and Line Departments on public participation processes and procedures in alignment with the Public Participation SOP.
- Organise, manage, and coordinate various public participation processes, including community and sector meetings, budget and development consultations, by-law discussions, policy development, and strategy formulation.

#### 2. Community Engagement:

Conduct community-based surveys to gather essential data, and host various community engagement activities in an effort to foster a collaborative approach for decision-making and programme implementation.

#### 3. Research and Data Collection:

- Conduct research and investigations to collect data to support unit projects and initiatives.
- Manage the collation and analysis of comments received during public participation processes, preparing them for submission to Council.
- Effectively communicate research and investigation findings to both internal and external stakeholders.

#### 4. Media and Communication:

Collaborate with internal Communications teams for the publication of public participation processes in digital and print media, ensuring effective dissemination of information.

#### 5. Asset Management:

Assist in the allocation and verification of assets to ensure that all assets are accounted for, properly maintained, and accurately reported on.

#### 6. Logistics Support:

- Provide logistical support as part of the logistics team to facilitate project implementation within the unit.

- Ensure that projects are adequately resourced, and ensure that such resources are provided efficiently and effectively by managing logistics-related tasks.

**7. Digital Platforms Coordination:**

- Coordinate the department's digital platform (Collaboration platform), review and implement digital participatory tools.
- Provide advisory support on digital platforms, researching new avenues for digital exposure, and offering input into data analysis for digital submissions.