

**Department:** Human Settlements  
**Component:** Stakeholder Management, (programme 1)  
**Salary:** R 42 994.71 per month inclusive of 37% in lieu of service benefits (Salary Level 9)  
**Enquiries person:** Mr M Giba at (021) 483 4987

**Reference number:** HS 10/2020  
**Closing date:** Tuesday, 18 February 2020 at 15:00

**Job purpose:**

The Department of Human Settlements, Western Cape Government has a contract opportunity for a dynamic individual to optimise relations with human settlement stakeholders. The successful incumbent must possess the following personal attributes: Ability to work under pressure, willingness to work irregular hours and meet tight deadlines, be innovative, committed, assertive and diplomatic. This position is based in Cape Town-CBD.

**Requirements:**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Public Relations or Public Management; A minimum of 3 years' relevant experience in a Stakeholder Management working environment; A valid code B driving licence.

**Recommendation:**

Proven experience of: Development of a departmental-wide stakeholder management strategy; Media liaising; Keeping up-to-date with the latest trends in communication products.

**Key performance areas:**

Develop and implement a departmental-wide stakeholder management strategy; Execute stakeholder management research, analyse information and compile complex documents, reports and submissions for the department; Sensitise senior management of the Department and the Minister; Manage relationships with key clients or business influences in the local communities; Project profile to media with logistical support.

**Competencies:**

Knowledge of the following: Ability to interpret relevant legislation, acts, policies, codes, guidelines, standards, best practices, procedures, strategies and protocols relating to Human Settlements; Stakeholder Management procedures and processes in the department; Dispute, conflict resolution and problem-solving management; Proven computer literacy (MS Office); Communication skills (written and verbal); Time management, planning, organising and networking skills; Conceptual, interpretative, formulation and research skills.

**Note:** The candidature of applicants will be considered on the information as supplied in the submitted application documentation. Applicants who are considered for the interview and further selection processes may be required to submit documentation supporting such information with due regard to conditions that may be set. Shortlisted candidates will be required to attend an interview and/or competency assessments/proficiency tests on a date and time as determined by the department; The selection process will be guided by the EE targets of the employing department.

**To apply, you must submit a manual application.** Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form.

Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

**Hand-deliver your application to, Office of the Director: Recruitment and Selection, Attention: Ms L Blanckenberg, 5th Floor, 4th Dorp Street, Cape Town**

**The Western Cape Government is guided by the principles of Employment Equity.  
Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.**

