**ADVERT**

**Position: Manager: Media Relations and Strategic Projects**

**Department: Executive**

**Closing Date: 29 March 2018**

**REQUIREMENTS**

* Communication / Public Relations Qualification or equivalent
* Development of strategy and change management programmes
* Project management

**KEY PERFORMANCE AREAS**

* To provide communication, media and research support to the CEO.
* To manage issues relating to various projects and develop appropriate responses including crisis communication and crisis management where required.
* To identify various initiatives in support of advancement of the IRBA mandate, projects and the four pillar strategy and develop and implement project plans.
* To oversee and execute all related projects and change management communications whether with stakeholders or media.
* To maintain up-to-date business intelligence regarding projects, develop insights for thought leadership and formulate content for distribution to media and stakeholders in the most appropriate format.
* To maintain and promote relationships with key influencers and retain their support and advocacy for the IRBA’s projects and initiatives.
* To report on the projects and media/issues to management for the Board.

**SKILLS & PERSONAL ATTRIBUTES**

* Strong writing skills
* Understanding of human / organisational behavior
* Ability to manage issues and crises
* Ability to handle pressure and tight deadlines
* Ability to manage resistance

***CVs must be e-mailed to*** [***hr@irba.co.za***](mailto:hr@irba.co.za)***.***

***In compliance with the IRBA’s employment equity plans, first preference will be given to candidates from designated groups (Africans, disabled, Indians, Coloureds and females). Correspondence will be limited to shortlisted candidates only. Only candidate who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security and reference checks and to verify documents and qualifications.***