

**Company** South African Civil Aviation Authority

**Reference #** Manager: Communications

**Published** 14/06/2021

**Contract Type** Permanent

**Salary** Market Related

**Location** Midrand, Gauteng, South Africa

**Introduction** To develop and manage the delivery of effective media (traditional, digital and social media) and internal communications strategies aimed at all stakeholders of the SACAA. To manage and provide an effective internal and external communication service to the SACAA staff and stakeholders by providing strategic and tactical guidance and advice to SACAA's management and leadership.

**Job Functions** Communications, Journalist, Public Relations

**Industries** Aviation

**Specification** Management of the Corporate Communications Plan

Manage the implementation and evaluation of an effective internal and external communication business plan in line with the SACAA's Corporate Communication and Marketing strategy

Continuous monitoring and evaluation of compliance to existing policies and procedures

Responsible to develop processes that will add value to the overall Corporate Communications and Marketing

Management of the SACAA's Media Relations Plan

Manage the process of content compilation for media releases, boilerplates and opinion pieces, Letters to the Editor and associated activities

Arrange and manage media conferences (including all logistics)

Manage the media query process and develop and maintain a media query register, as well as the timeous response to all media queries

Manage the monitoring and analysis of media coverage

Manage and maintain the SACAA's electronic media library

Manage and ensure compliance to the media relations policy

Guide senior leadership and appointed subject matter spokespersons throughout SACAA in the media liaison processes

Play an active role, as a member of the Crisis Committee, in crisis management situations to defend the reputation of the SACAA

Arrange media networking events

Ensure sufficient positive coverage for the SACAA

Manage social media platforms

## Management of the Internal Communications Plan and Activities

Manage the intranet

Manage the compilation and dissemination of all formal internal corporate communications

Plan and coordinate information sessions for staff on behalf of the Director of Civil Aviation

## Management of the External Communications Plan and Activities

Manage the provision of writing, presentation and speech compilation services to interested SACAA parties

Manage the SACAA's translation services

Manage the SACAA's sub-editing service

Manage the SACAA's official website

## Manage Communications Team and Resources

Ensure appointment and retention of competent staff

Manage the team's key performance areas to achieve agreed objectives

Lead, mentor, guide, advise and develop personnel who reports directly into this function

Ensure that team members are focused on changing the corporate culture to one that embraces and rewards performance and knowledge sharing

Manage allocated resources

The SACAA will process applications as soon as possible. If you have not heard from us within 90 days after your CV has been received by us, please consider your application unsuccessful.

Employment equity candidates will be preferred in line with our Employment Equity targets .

“All SACAA appointments are subject to S98 of the Civil Aviation Act, 13 of 2009 and all successful candidates will be subjected to security vetting”.

**Requirements** Degree in Communications or Public Relations or Journalism

Ideal Qualification Post Graduate qualification in Communications or Public Relations or Journalism.

7 Years Experience in Communication / PR and Marketing

5 Years Management Experience

**Job Closing  
Date**

24/11/2021

Please email [info@thelidzapersonnel.co.za](mailto:info@thelidzapersonnel.co.za) if you qualify.