



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

REF: TEMPORARY STAKEHOLDER RELATIONS SPECIALIST (6 Month contract)

(Reporting to the Chief Executive Officer)
Parktown, Gauteng
Salary Negotiable

GENERIC INFORMATION

1. POSITION TITLE	Stakeholder Relations Specialist
2. DEPARTMENT	Office of the CEO
3. REPORTING TO	CEO
4. LOCATION / CENTRE	Johannesburg

JOB DETAILS

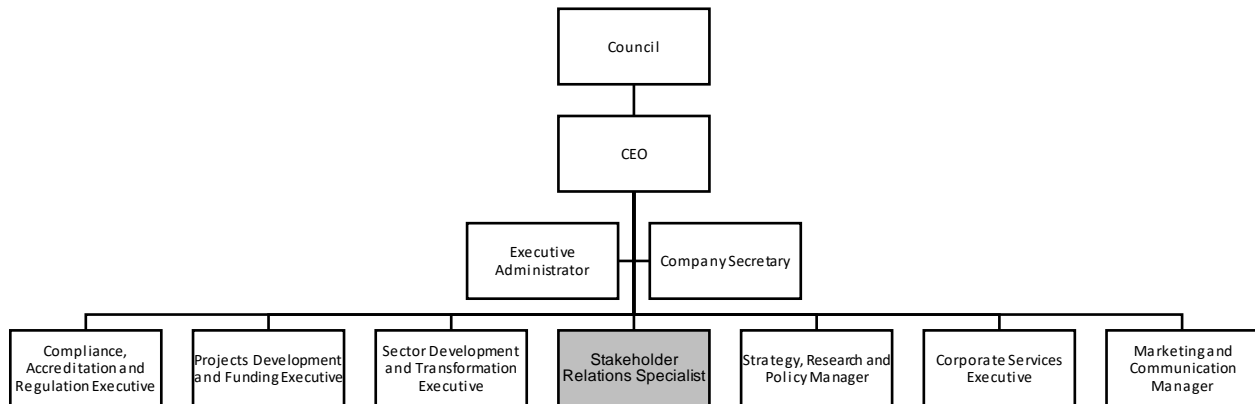
Purpose

The main purpose of the Stakeholder Relations Specialist is to plan, develop, manage and administer the stakeholder engagement function so that the SHRA strategic objectives and needs are met. This includes supporting the development and execution of the stakeholder engagement plan to ensure the success of all project initiatives. It also includes providing support to and engagement with the project's stakeholders, partners and participants; liaising with industry/sector and government stakeholders to broaden awareness, support and engagement in the project activities.

Key stakeholders the Stakeholder Relations Specialist will engage with are:

- The Council
- CEO
- Senior Management
- Local Authorities
- Department of Human Settlements (National and Provincial)
- Public Entities
- Private Sector Partners
- Social Housing Stakeholders
- Staff

ORGANISATIONAL STRUCTURE



Key Performance Areas	Activities
Stakeholder Engagement Strategy Leadership	<ul style="list-style-type: none"> • Participate in the SHRA strategic planning process representing stakeholder engagement • Design, and implement the SHRA Stakeholder Engagement strategy • Develop the Stakeholder Engagement Plan by understanding the SHRA strategic priorities, disseminating into the stakeholder

Key Performance Areas	Activities
	<p>engagement priorities, communicating deliverables and tracking delivery against the plan monthly and/or quarterly</p> <ul style="list-style-type: none"> • Resolve challenges hindering or threatening the successful achievement of the Stakeholder Engagement Plan deliverables by monitoring performance, identifying areas of risk or challenges being faced and addressing these within agreed resolution timelines • Track sector good practice policy and procedure standards and measures, and identify opportunities for improvement and implement improvements
<p>Stakeholder and Partnership Management</p>	<ul style="list-style-type: none"> • Work with internal stakeholders/staff to support project stakeholder engagement needs • Develop, edit, review and support stakeholder engagement plans for specific projects and initiatives • Work with the Marketing and Communications Unit to ensure messaging, outreach, contacts and materials aligning with stakeholder activities and interests • Work with the Marketing and Communications Unit to ensure content shared in media inquiries, articles, interviews, press releases aligns with SHRA messaging and stakeholder activities and interests • Provide advice and guidance to the Executive Committee on provincial and municipal government relations • Lead the planning, review and development of different stakeholder engagement strategies and tactics • Ensure timely response and follow-up to stakeholder requests and enquiries • Establish relations and engagements with the private funders, DFIs, pension funds, etc. • Design an approach to tenant participation in the social housing programme • Analyse the various stakeholder surveys results to recommend suggestions or action plans based on collected feedback

REQUIREMENTS

<p>Qualifications/Knowledge (including most relevant field of study)</p> <ul style="list-style-type: none">• Appropriate degree or advanced diploma in Marketing, Strategic Communications or Public Relations (NQF 7)• A relevant postgraduate qualification would be advantageous• Required computer literacy (MS Office)	<p>Experience</p> <ul style="list-style-type: none">• 5 years stakeholder engagement experience (of which 2 years in a regulatory environment is preferred)• 3 years Public Sector experience
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To apply for the above position, please forward a relevant CV to recruitment@shra.org.za. **Please ensure that you use the job title as reference in the subject line.** The closing date for applying is 15 November 2024.