



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20250417/2274
BPS Vacancy Number:	VAC00809/24
Job Title:	Senior Manager Strategic Stakeholder Management
Job Level:	D5
Vacancy Type:	Internal & External
Salary Range:	R1035817.00 - R1553726.00
Organisation Name:	State Information Technology Agency
Division:	CDS: Executive Corporate & Digital Strategy
Department:	CDS: HOD Corporate Affairs
Employment Type:	Permanent
Location:	Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To support SITA in achieving its strategic objectives by interpreting and influencing both the external and internal environments and by creating positive relationships with stakeholders through the appropriate engagements and management of their expectations to realize desirable objectives

Responsibilities:

Build and maintain strategic relationships with all stakeholders Implement an integrated stakeholder relationship management strategy that is aligned to the overall SITA strategy Establish Stakeholder Relations Forums Develop and implement an integrated stakeholder management strategy in order to ensure compliance with the SITA Act Monitor and analyse debates on policy and legislative processes that have an impact on the organisation and advise accordingly in order to ensure compliance with the policies and legislation Financial and business management Human Capital Management

Qualifications and Experience:

Required Qualification: A Degree in Public Administration or Business Management / Computer Science/Information Technology/ Commerce or equivalent NQF Level 7 qualification.

8-10 years' experience in stakeholder management, public relations/public affairs experience in a government or corporate environment with 4 years' experience at a management level in a Corporate/Public Sector Environment.

Knowledge:

Stakeholder Relations Management Relationship Management Political acumen Policy analysis Government policies and priorities Diplomatic Relations and Protocol Governance and Risk Management ICT Environment and legislation International relations e.g. trade missions ICT Industry Shareholder Interface, Cabinet and Parliament, Board, Public Sector including forums Personal Attributes Behaviours Agility, Collaboration, Customer Centricity, Empathy, Integrity and Innovation

Technical Competencies

Business Writing

Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.

Business Continuity

The provision of service continuity planning and support, as part of, or in close cooperation with, the function which plans business continuity for the whole organisation. The identification of information systems which support critical business processes. The assessment of risks to critical systems' availability, integrity and confidentiality. The co-ordination of planning, designing, testing and maintenance procedures and contingency plans to address exposures and maintain agreed levels of continuity.

Corporate Governance

Company Secretary, Legal, Internal Audit, Risk management

Leadership Competencies

Customer Experience

Providing service excellence to internal and/or external clients by conducting a unified digital transformation of the customer experience.

Collaboration

Initiating, developing and maintaining cooperative relationships with individuals and groups within a particular business/ industry/ region. Relates to relationships with colleagues, customers, suppliers and shareholders

Outcomes driven

Setting and striving towards outcomes for self and/or others, measuring and communicating performance and taking corrective action without hesitation when not reaching desired results

Innovation

Generating viable, new approaches and digital solutions.

Managing People and Driving Performance

Ability to create an environment that is enabling and empowering others to contribute successfully to the organisation

Responding to Change and Pressure

Is flexible and adapts positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift

Strategic Thinking

Understands and processes complex information and exercises sound judgment, considering the situation, the issues, the key players, and levels of hierarchy involved. Proposes course of action that further the objectives, priorities and vision of the organisation

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensure information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

Additional Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 02 May 2025

Disclaimer

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****