

INTERNAL / EXTERNAL ADVERT

Post: Manager: Stakeholder Relations

Department: Communication

Reference: MNGRSR/RTIA/2026

Level: 12

Salary: R 1,101,468 per annum (CTC)

Term: Permanent

Minimum Educational Requirements: *Relevant Degree/Advanced Diploma (NQF 7) in Communication, Public Relations, Stakeholder Relations or related field. *Postgraduate qualification (NQF 8) will be an added advantage.

Minimum Knowledge & Experience Requirements: *5 years relevant experience including 3 years at junior or middle management level. *Extensive knowledge of media production, communication, and dissemination techniques and methods. *Extensive knowledge and experience in running events and campaigns. *Extensive knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic.

Required Competencies: * Interpersonal skills. *Project management. *Problem solving and analysis. *People and Diversity management. *Advanced Influencing Skills. *Change Management. *Client Orientation and customer focus. *Co-ordination. *Conflict management. *Communication skills. *Decision making. *Analytical thinking. *Negotiation Skills.

Duties: Achievement and management of the Unit's operational plans

*Contribute to the development of RTIA strategic plans.*Manage the implementation of operational plans in the Unit.*Manage the implementation and compliance to SoPs, reporting templates and frameworks.*Manage monthly reporting process in the Unit.*Manage variances in actual vs. budget expenditure in all areas of accountability.*Develop policies, and procedures for the Unit.*Handle audit queries and manage the of information for audit purposes.*Manage and monitor budget in the Unit.

Stakeholder management

*Benchmarking the external environment in order to ensure understanding and to identify opportunities for partnerships within the transport sector.*Develop and manage the implementation of stakeholder relations strategy and plans.*Recognise and acknowledge stakeholder's needs, concerns, wants, authority, common relationships, and interfaces and align this information within the Stakeholder Matrix.*Conduct a needs analysis with regard to the different stakeholders identified in terms of specific issues / concerns.*Analyse stakeholders according to the level of influence, impact or enhancement they may provide to the business (i.e. Low, high).*Manage stakeholder's expectations; discuss and agree on expectations of communication and, primarily, agree a set of values and principles that all stakeholders will abide by.*Network with current stakeholders in order to maintain awareness of relationship benefits.

Manage public awareness initiatives of RTIA

*Manage and oversee the implementation of best practice marketing and communications related frameworks, systems, policies and procedures.*Set marketing and communication systems and standards for RTIA.*Develop and manage the implementation of public awareness strategy and programs including strengthening of RTIA's image for purpose of visibility.* Establish public awareness systems and processes for the Agency.*In consultation with the Deputy Registrar and the stakeholder management team conceptualize public awareness campaigns.*Develop and manage the implementation of a campaigns schedule for RTIA.*Manage the implementation of public awareness campaigns in support of and to education SA and create awareness about AARTO.*Oversee the maintenance of RTIA's image and brand promotion in the public.*Designs systems to monitor and evaluate the impact of campaigns.

Manage the events management processes for RTIA

*Manage the planning of RTIA external and internal events.*Prepare budget for events and recommend cost saving area.*Manage project plan of events and ensure compliance to all deadlines.*Oversee the development of effective marketing plans for all events.*Facilitate support for all provincial events and provide and manage all strategic partnerships with emerging stakeholders.*Manage sourcing of funding required for RTIA events when necessary.*Oversee the development of all marketing materials for events and manage all communication with stakeholders.*Manage all service level agreements with external service provider and ensure the completion of projects within timeframe and budgets.*Monitor compliance to all event standards.*Manage the processing of all inquiries for event programs.*Manage the selection of appropriate venue for events and provide onsite management.*Manage all event materials.*Collaborate with Officer to resolve all logistic issues and ensure achievement of all event objectives and design all event materials.*Collaborate with finance team to prepare and provide update to all financial information for all events.*Oversee that RTIA events are relevant and addresses the target market.*Monitor and evaluate the impact of events.

People management

*Conduct timeous recruitment and selection of staff. *Manage the implementation of RTIA's EE targets in the Unit. *Manage the implementation of performance management in the Unit. *Induct and orientate direct reports. *Provide capacity building, through training, coaching and development of direct reports. *Manage the disciplinary of employees in the Department.

Manage the optimization of the Unit

*Keep up to date with new developments and changes in own field and within RTIA.*Share new information and best practice trends with colleagues.*Proactively introduce improvement opportunities in line with best practice to optimize business success.*Partner with management to optimize productivity and team work effectiveness.*Manage communication process in the Unit.*Engage in problem solving and continuous improvement processes to optimize output of the area.*Demonstrate visible ownership of business wide initiatives impacting on area of accountability.*Represent RTIA professionally when necessary with external and internal stakeholders.

Enquiries: Ms. Basetsana Motshoane – (011) 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: woitzq@apply.simplify.hr

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 03 August 2026