



INTERNAL/EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B of the Pension Funds Act, 24 of 1956. Our mandate is to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical, and expeditious manner.

Position : **Communications Practitioner (X1)**
Position status : **Permanent**
Position location : **Pretoria, Ashlea Gardens**

Qualifications and Experience

- Bachelor's degree in Communications, Marketing, Media or Public Relations space
- 5-8 years' experience in a similar position
- Experience in financial services or retirement funds sector will be an added advantage.
- Computer literacy (MS Office Suite)
- Registration with a professional body of Communications Practitioners will be an added advantage.

Minimum Requirements and Key Competencies:

- Excellent written and oral communication skills in English (proficiency in other languages will be advantages)
- Strong project management and organizational skills
- Ability to work independently and as part of a team.
- Experience with social media, email marketing, and other communication channels
- Experience with media and public relations
- Competent graphic design abilities for content creation
- Experience in organizing and managing events (both virtual and physical events)

Responsibilities:

- Develop and implement the internal and external communications strategy of the OPFA.
- Prepare and manage budgets related to the outreach projects as part of the communications and outreach plan.
- Develop, analyse, and present communication metrics to ensure effectiveness of the OPFA's communications strategies and programs.
- Collaborate with other team members to ensure alignment on overall organisational objectives.
- Facilitating the execution of communications campaigns in partnership with with external service providers
- Responsible for the design and execution of all written and visual materials required for the Campaigns.
- Establishing and maintaining relationships and networks with internal and external stakeholders.
- Creating communications collateral and ensure that they reach target audience.
- Developing and executing communication and outreach channels to improve awareness of the OPFA as a brand.
- Monitoring the success and impact of campaigns
- Executing communication and outreach campaigns and ensuring effective brand activation throughout all provinces
- Engaging and partnering with key stakeholders to create sustainable communication and outreach campaigns.
- Coordinate the management of all public relations needs for the OPFA, including managing relationships with media houses and organise articles in industry-related publications.
- Manage the OPFA's website and social media platforms to ensure that content is relevant and upto-date.

Behavioural Attributes

The potential suitable candidate must be a strategic and creative thinker, passionate about service delivery, be able to thrive under pressure. An outcome and deadlines driven individual. An influential team player, great communicator, with high levels of integrity and professionalism.

Remuneration: OPFA offers market related remuneration commensurate to the successful candidate's skills and experience.

Interested persons may submit applications, inclusive of academic qualifications and CV to careers@pfa.org.za. Closing date for applications is **5 May 2023**.

The OPFA reserves the right not to make an appointment. If you do not receive any response within 2 weeks of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.

The OPFA is an equal opportunity employer and as such, preference will be given to candidates from the designated groups in line with the organisation's employment equity plan. Persons living with disability are encouraged to apply.

By completing your details and submitting your application, you consent to OPFA processing your personal information.