

Integrated Marketing and Communications Officer

Based in National Office (Pretoria), Ref: 26/07/01

Office of the CEO Cluster

Remuneration package: A competitive salary package with benefits

Our promise to our employees is to give them an opportunity to grow their careers through experiences and connections that inspire them to make an impact

ROLE OVERVIEW

Reporting to the **Senior Manager: Marketing and Communications** this role would be responsible to support the coordination and implementation of integrated marketing and communication initiatives that strengthen SALGA's institutional visibility, communication alignment, campaign implementation and stakeholder engagement across organisational programmes, campaigns, governance structures and communication platforms.

THE CANDIDATE PROFILE

- Understanding of integrated marketing and communication principles
- Understanding of communication coordination and campaign implementation
- Understanding of stakeholder communication environments
- Knowledge of SALGA mandate and local government communication environment
- Understanding of communication governance and communication alignment principles
- Communication and coordination skills
- Planning and organisational skills
- Stakeholder engagement and liaison skills
- Communication implementation support
- Professional judgement
- Responsiveness and adaptability
- Attention to detail
- Collaboration and teamwork
- Accountability and reliability
- Communication orientation
- Ability to work under pressure
- **Culture fit:** SALGA desires an individual who will share and buy-in, in our core values, mission and vision, demonstrating a commitment to our ethos beyond just doing the job

QUALIFICATIONS AND EXPERIENCE

- Degree in Marketing, Communications, Public Relations, Journalism or related field.
- 5 years' relevant experience in communication coordination, marketing support, campaign implementation or integrated communication environments
- Experience in communication coordination and campaign implementation
- Understanding of integrated communication approaches
- Experience in stakeholder coordination and communication support
- Valid driver's license may be required
- Experience within public-sector or local government communication environments will be advantageous

KEY PORTFOLIO AND PERFORMANCE FOCUS AREAS

- **Integrated Communication Coordination:** Support coordination of integrated marketing and communication activities across programmes and campaigns. Coordinate communication implementation schedules and communication rollout activities. Support alignment of communication activities across communication platforms and programmes. Assist with implementation of communication plans and campaign activities. Support communication coordination linked to governance structures, programmes and institutional initiatives.
- **Campaign Implementation Support:** Support implementation of communication and profiling campaigns. Coordinate campaign-related communication requirements. Assist with campaign rollout logistics and communication coordination. Support visibility initiatives linked to institutional campaigns and programmes.
- **Stakeholder Communication Support:** Coordinate communication inputs from internal stakeholders. Support communication engagement across SALGA programmes and structures. Liaise with internal communication stakeholders regarding communication requirements. Support communication coordination linked to governance meetings, events and programmes. Assist with communication requests and stakeholder communication support activities.
- **Institutional Profiling Support:** Support communication activities linked to institutional profiling initiatives. Assist with communication coordination associated with municipal and SALGA profiling activities. Support communication visibility linked to governance structures, programmes and strategic initiatives. Assist with communication packaging aligned to organisational messaging.
- **Communication Alignment and Administration:** Support communication consistency across communication outputs. Coordinate communication scheduling and communication implementation activities. Maintain communication records, campaign schedules and communication coordination documentation. Assist with communication workflow coordination and implementation tracking. Support quality assurance of communication outputs.
- **Monitoring and Reporting Support:** Support monitoring of communication implementation activities and campaign rollout. Assist with campaign reporting and communication tracking. Support monitoring of communication visibility and stakeholder engagement activities. Assist with communication reporting linked to campaigns and institutional programmes.
- **Governance and Compliance Support:** Ensure communication outputs align with SALGA communication standards and corporate identity guidelines. Support compliance with approved communication protocols and messaging frameworks. Apply appropriate communication judgement in stakeholder-sensitive communication coordination. • Support adherence to communication governance requirements.

Suitably qualified and experienced candidates must apply on the link below:

Closing Date: 10 July 2026

NOTE: Communication will be limited to short-listed candidates only. SALGA reserves the right not to proceed with the appointment for any of the vacant position. All appointments will be made in line with the SALGA'S Employment

Equity Plan 