

Job Title:	Public Relations Officer	Job Grade:	
Department:	Sales and Marketing Department	Job Code:	200807
Location: Head Office	Pretoria CBD	Travel:	No
Level/Salary Range:	negotiable	Position Type:	Permanent
HR Contact: Mr. Aarnold Meke	<a href="tel:012-333-3707">012-333-3707</a> / <a href="tel:064-9914-205">064-9914-205</a> / <a href="mailto:careers@lesira.co.za">careers@lesira.co.za</a>	Date posted:	26/ 11/ 2020
Advert Type	Internal/External Advert	Expires:	29 January 2021
Mentor/Reporting To	Marketing Executive		
Other Requirements	Drivers Licence		

#### JOB DESCRIPTION

**Job Purpose:** We are looking for a dynamic Public Relations Officer to join our company [www.lesira.co.za](http://www.lesira.co.za)

Key Performance Area	KPI
PR practice in relation to Company Stakeholders 10%	<ul style="list-style-type: none"> <li>CSI project management - sustainable community projects, Water meter projects and community stakeholder's management before and after project execution.</li> </ul>
PR practice in relation to Community Social Investment 10%	<ul style="list-style-type: none"> <li>Community social engagement and interactions – identify future projects for investment by the group, identify partnerships with governmental departments as well as external stakeholders in NPO / NGO which will benefit and elevate the groups CSI strategy and footprint.</li> </ul>
Customer Service 15%	<ul style="list-style-type: none"> <li>Lead customer centricity within the division – set and drive goals, oversee customer engagements, oversee customer complaints, oversee employee recognition for customer excellence.</li> </ul>
Brand Promotion 10%	<ul style="list-style-type: none"> <li>Generate publicity and manage brand perception for the Gauteng area through community and customer engagements.</li> </ul>
Events Management 10%	<ul style="list-style-type: none"> <li>Plan and manage events within the division (Including but not limited to, Supplier awards, Christmas Conference, Year-end functions, new projects openings, retirement and long service events)</li> </ul>
External Proposals 5%	<ul style="list-style-type: none"> <li>Manage donation and sponsorship requests as well as budgets.</li> </ul>
Communication 20%	<ul style="list-style-type: none"> <li>Drive positive communication within the Division through a weekly newsletter - create content, design and distribute.</li> </ul>
Interdepartmental liaising and reports, 20%	<ul style="list-style-type: none"> <li>Reporting – weekly and monthly customer reporting.</li> <li>Provide support to the following business units at -Internal Communications, Customer Care, Corporate Social Investment and Marketing.</li> </ul>

#### SKILLS/QUALIFICATIONS MINIMUM REQUIREMENTS:

- Matric/Grade 12
- Tertiary Qualification (minimum 3 years)
- Excellent communication skills
- Computer literate
- Driver's license and own vehicle
- Must be willing to work flexi-hours (as and when needed)