

JOB DETAILS

Job Title	Head: Public Sector Policy, CSI & Stakeholder
Relations	
Remuneration	R1 148 126,00
Job Type Classification	Permanent
Location - Country	South Africa
Location - Province	Gauteng
Location - Town / City	Centurion
Email	recruitment@tianaconsulting.co.za

MAIN PURPOSE OF THE JOB

Contribute to the improvement of the bank's reputation as a good corporate citizen through sustainable socio-economic development programmes, stakeholder relations management and active contribution and participation in the public policy environment.

To ensure Land Bank's participation, awareness and contribution to sector policy discussion, policy formulation and policy insights.

To building cross-functional stakeholder engagement programs and supporting strategy development to improve the Bank's reputation among stakeholders.

To develop and implement the company's Corporate Social Investment strategy, policy and plans.

To conduct research and analyse public sector policy developments, CSI and Stakeholder Relations impacting on, or with the potential to impact, on the Bank's mandate and effectiveness.

Recommend policy positions to be taken by the Bank in support of its quest to deliver its mandate.

Key Performance Areas

1. STRATEGY, POLICY, AND FRAMEWORK

- Development of strategy for the Bank's role in the public sector policy environment, CSI and Stakeholder Relations Management intended to improve the corporate citizenship value of the Bank in the DFI and agricultural sector spaces.
- Develop and implement the framework for engagement with internal and external stakeholders to guide the Bank's pursuit of its strategic objectives regarding public sector policy, CSI and Stakeholder Relations Management.
- Socialise the framework in the organisation to ensure alignment across the organisation the effective implementation of CSI initiatives, policy direction and agreed stakeholder engagement plan.
- Define with clarity the responsibilities and rules of internal stakeholders in the delivery of the public sector policy, CSI and Stakeholder Relations Programmes.

2. IMPLEMENTATION OF PUBLIC SECTOR POLICY, CSI AND STAKEHOLDER RELATIONS PROGRAMMES

- Develop and implement the public sector policy, CSI and Stakeholder Relations Management
- Provide project management support and oversight for all the public sector policy, CSI and Stakeholder Relations Management Programmes across the Bank.
- Initiate remediation interventions where progress drops below the required and/or planned levels.
- Proactively capitalize on opportunities to maximize the implementation of the programme both in the organization and emerging opportunities in the external environment.

3. INTERNAL AND EXTERNAL STAKEHOLDER RELATIONS MANAGEMENT

- Manage stakeholder engagements
 - Engaging with internal stakeholders.
 - Identifying and build relationships with potential partners.
- Ensure that mechanisms for stakeholder feedback are in place and implemented.
- Inform ExCo about business developments in the public sector policy, CSI and Stakeholder Relations Management space.

4. IMPACT MONITORING, AND REPORTING

- Implementation of the reporting framework and indicator measurement methodologies in alignment with material topics, working group priorities, KPIs and reference reporting frameworks.
- Compile reports on the progress that is being made in implementing the public sector policy, CSI and Stakeholder Relations Management programmes.
- Prepare presentation material and content for distribution and sharing with stakeholders and partners.
- Work with relevant business teams and the communications team for maximum profiling of programme impact and outputs.

5. RESOURCE MANAGEMENT – PEOPLE AND FINANCE

Performance Management

- Analyse the business plan to determine the applicable deliverables and targets.
- Compile the Performance Management documentation in collaboration with the staff member in terms of:
 - Job Profile requirements.
 - Key Performance Areas.

Capacity Planning

- Determine the human resource requirements, in accordance with the expected deliverables and current capacity.

- Secure the human capital requirements to ensure that deliverables will be met in accordance with the expected targets.

Financial Management

- Develop and manage the departmental budget.
- Manage expenditure and ensure no fruitless expenditure.

6. GOVERNANCE AND RISK MANAGEMENT

- Assesses and analyses policy legislative/regulatory environment.
 - Receives a request for the analysis and assessment of policy/legislative environment externally and analyses to determine the requirements e.g. legislative changes, discipline policies, global policies.
 - Analyses and assesses the data and takes / initiates corrective action where data is incorrect/insufficient.
- Aligns internal policies with the external environment.
- Identification, reporting and actioning of business risks (operational, strategic, compliance, Ethics, BCM, POPIA, and IT governance) according to the bank's risk management policies and guidelines.

Preferred Minimum Education and Experience

1. Postgraduate Qualification in any Development Field
2. 10 Years business Experience
3. 10 years experience at senior management level
4. 7 years experience as a Researcher within a developmental research environment
5. Needs to have an understanding of government and how government systems function

Critical Competencies

1. Microsoft Office
2. Business Acumen
3. Customer Service Orientation
4. Strategy Development
5. Stakeholder Management and Partnerships
6. Business environment
7. Development Donors
8. Financial management
9. Funding Organisations
10. Marketing
11. Land Bank Products and Services

Additional Requirements

1. Knowledge of PFMA
2. Knowledge of Land Bank Act
3. Knowledge Banking Products

4. Knowledge of Agricultural Operations