



Job Advertisement: Stakeholder Relations and Communications Specialist (5-Year Fixed-Term Contract)

The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by Section 2 of the Project and Construction Management Professions Act (Act No. 48 of 2000), which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions to protect the public interest.

Position:	Stakeholder Relations and Communications Specialist
Salary:	Negotiable (CTC)
Location:	Pretoria, South Africa
Closing Date:	21 July 2026

Purpose of the Role

The Stakeholder Relations and Communications Specialist provides comprehensive internal and external communications support to the Council, while developing and growing stakeholder relationships in support of SACPCMP branding, marketing and stakeholder engagement objectives.

The role operates within the Business Services Department and supports integrated stakeholder engagement, communications delivery, events, marketing and branding activities to enable SACPCMP to fulfil its mandate and drive thought leadership within the Built Environment.

Key Responsibilities

The Stakeholder Relations and Communications Specialist will manage and coordinate communications, stakeholder engagement, media relations, social media and brand-related activities in support of SACPCMP's strategic communication and stakeholder objectives.

1. Communications Management

- Manage and develop SACPCMP publications, documents and communication platforms.
- Compile the Stakeholder and Communications Plan and align it with marketing, branding and events planning.
- Determine communication channels, intended outcomes and priority stakeholders.
- Develop, review and/or approve content for brand, marketing, internal and external communication activities.
- Manage internal and external stakeholder communications across SACPCMP platforms.
- Contribute to departmental annual performance planning, budgets and project planning.
- Manage communication-related expenditure in line with approved strategies and plans.

2. Stakeholder Management

- Compile and update the Stakeholder Map.
- Develop and manage stakeholder engagement opportunities across internal and external stakeholder groups.
- Monitor stakeholders and determine appropriate engagement channels and outcomes.
- Assess sponsorship opportunities that may be beneficial to SACPCMP.
- Engage stakeholders through meetings, industry updates, staff communications and stakeholder feedback opportunities.
- Support mapping of stakeholder engagement activities to brand, marketing and events planning.

3. Media Relations

- Compile and maintain the media strategy and media plan.
- Develop terms of reference for external media and communications service providers or media partners.
- Manage media relations and communicate regularly with media representatives.

- Develop content for media engagement and interview opportunities.
- Monitor media coverage and SACPCMP's public image.
- Facilitate strategic and sustainable media partnerships.
- Respond to high-level and sensitive media queries.

4. Social Media Management

- Develop a social media strategy and social media communication campaigns in conjunction with marketing, branding and events planning.
- Manage social media content and stakeholder responses.
- Monitor social media activity and report on performance and engagement.

5. Brand Management

- Contribute to the development of the Corporate Identity Manual.
- Support the management of SACPCMP's brand and corporate identity standards.
- Manage communication regarding brand and corporate identity guidelines.
- Approve content for brand items, advertisements, website content and layout as required.

Key Performance Indicators / Areas

- Annual development and review of the Stakeholder and Communications Plan, including updates aligned to the plan duration.
- Regular management of SACPCMP communications platforms, including the website, portals, bulk mailer, social media, mobile and SMS platforms.
- Delivery and coordination of SACPCMP publications, including the Annual Report, Shape Shifter magazine and "How to" guides or videos.
- Quarterly mapping of communications and stakeholder plans to brand, marketing and events planning.
- Contribution to the Annual Performance Plan, budget development and ongoing budget management.
- Monthly reporting to ExCo and other committees where required.
- Annual development and updating of the media plan, including media releases, interview opportunities and media relationship management.
- Daily management of social media responses and monitoring, weekly posting, and regular reporting on social media activity.

- Brand and corporate identity communication, including support to units on CI requirements and approval of content for brand items, advertisements and website material.

Competencies

- Stakeholder relations and engagement.
- Internal and external communications management.
- Media relations and reputation management.
- Social media strategy, content management and reporting.
- Brand management and corporate identity governance.
- Planning, coordination, implementation and performance reporting.
- Budget planning and expenditure monitoring within approved strategies.

Skills

- Time management and ability to meet deadlines.
- Professional communication and organisational skills.
- Report writing and presentation skills.
- Planning, coordination and implementation skills.
- Accurate record-keeping and information management.
- Client orientation and strong customer focus.
- Stakeholder relationship management.
- Quality control of communication outputs.

Behavioural Attributes

- Honesty, integrity and ethical conduct.
- Professionalism and accountability.
- Client orientation and responsiveness.
- Attention to detail and quality orientation.
- Ability to work under pressure and meet deadlines.
- Positive representation of SACPCMP at all times.

Governance, Compliance and Conduct

- Perform all duties with due diligence, honesty and reasonable care.
- Comply with lawful and reasonable instructions from management.
- Adhere to organisational policies, procedures, codes of conduct and confidentiality requirements.
- Protect organisational information, intellectual property and assets.
- Observe health, safety, security and loss-control requirements.
- Declare and manage conflicts of interest in accordance with organisational policy.

- Uphold professional conduct and represent SACPCMP positively at all times.

Requirements and Experience

- Matric and Diploma or Degree in Communications, Marketing, Public Relations, Journalism and/or Stakeholder Engagement.
- Have a minimum of three to five (3-5) years' experience in public and/or private sector Communications, Branding, Marketing, Public Relations, and/or Stakeholder Engagement.

Applications should be sent to **recruitment@sacpcmp.org.za**.

SACPCMP

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Please clearly indicate the position you are applying for in your application.

Note:

If you have not heard from us within two weeks after the closing date, please consider your application unsuccessful.

SACPCMP reserves the right to make an appointment or not.