



**JOB SPECIFICATION**

<b>JOB INFORMATION</b>	
<b>Job Title:</b> Strategic Planning Administrator	<b>Job Classification:</b> Administrative
<b>Department:</b> Communications	<b>Reporting to:</b> Communications Manager
<b>Normal Hours of work:</b> Normal hours of work unless there are urgent matters to be attended to	<b>Job Grade:</b>
<b>Normal place of work:</b> Parktown, Johannesburg	<b>Last Review:</b> April 2019
<b>PRIMARY OBJECTIVE(S) OF THE JOB</b>	
To liaise and coordinate all stakeholders at the MDDA focusing on formal relationships with MOU (memorandum of understanding). To maintain and seek new stakeholder partnerships. Assist in pursuing new relationships identified .Assist with the Strategic and Communication Manager with the organizations strategic planning.	
<b>MDDA Values</b>	
<b>Integrity:</b> We are honest, transparent, reliable, fair, accountable and responsible for our actions	
<b>Ubuntu:</b> We are empathetic, courteous and respectful to our staff and clients alike	
<b>Professionalism:</b> We are efficient, effective, service delivery orientated, punctual, performance driven and work collectively	
<b>Commitment:</b> We are passionate, go the extra mile, responsive, have a strong work ethic, are consistent and accessible	
<b>Developmental:</b> We are inclusive, open and participatory	
<b>KEY DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Assist in development and implementation of the stakeholder strategy</li> <li>• Assist in developing, managing and implementing of the APP</li> <li>• Assist in developing and maintaining strategic planning standard operating procedure, policy and reporting guidelines.</li> <li>• Assist in co-ordinating the development of departmental strategic plan, annual performance plan and operational plans with a view to an integrated approach to and linking of priorities and budgetary requirements to outputs and outcomes.</li> <li>• Assist in analyzing the organizational performance and provide strategic inputs.</li> <li>• Provide technical support across the departments.</li> <li>• Provide regular verbal and written feedback (aligned to quarterly performance assessments) to personnel performance.</li> <li>• Assist in relationship development and maintenance</li> <li>• Assist in maintaining formal relationships with identified stakeholders</li> <li>• Assist in coordinating all activities relating to formal agreements already concluded with stakeholders</li> <li>• Be primary administrative point of contact for all stakeholders</li> <li>• Assist in developing relationships with media and identify opportunities to engage them ensuring at least one stakeholder engagement in the media per quarter</li> </ul>	
<b>Lead pursuit</b>	

- Generate leads as well as work with line manager for strategic input and direction.
- Develop approach and set up meetings with potential partners
- Assist with preliminary agreement e.g areas of participation or cooperation
- Liaise with legal department to get the formal contract and SLA's drawn up
- Assist in reporting on the implementation of the contract
- Ensure all signed contracts and SLA's are on file

**Stakeholder events**

- Develop a concept document for stakeholder events for organisation, supervise the event coordinating process
- Represent the MDDA at external stakeholder events

**PLANNING AND DEVELOPMENT**

**HUMAN RELATIONS**

Team-player  
 Good relationship with colleagues and external clients to achieve results.

**CUSTOMER RELATIONS**

**Internal** – All staff

**External** – Government officials, external clients, visitors, service providers/vendors

**CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE**

**QUALIFICATIONS AND EXPERIENCE**

Undergraduate degree or diploma in Public Relations, Communications or related field  
 3 - 5 years' relevant working experience  
 Computer literacy (MS Excel, MS Access, MS Power Point and MS Word) is essential  
 Code B Driver's License

**Leadership Competencies**

**Behavioral Competencies**

Relationship Building; Project Management, Analytical Thinking; Achievement Orientation; Attention to Detail; Problem Solving; Interactive Communication; Client Focus; Organizational Awareness; Teamwork

**Technical Competencies**

Information Gathering and Processing; Information Management; Records and Information Management

**SPECIAL REQUIREMENTS**

Display a positive and confident attitude and maintain good relations with management and staff, without compromising the quality of work

<b>Reviewed By:</b>		<b>Date:</b>
<b>Approved By:</b>		<b>Date:</b>
<b>Last Updated By:</b>		<b>Date:</b>