

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries, and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development, and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Senior Manager: Communication & Stakeholder

Relations

Paterson Grade: D4

TCTC Salary range:

R 993 248– R 1 319 027

Centre: Centurion

Ref. WS02/072026)

Job Summary:

To develop and implement the SAWS' overall communications strategy in line with the organisation's mandate. The role is responsible for, among other things, providing specialist communications related advice, improving SAWS' corporate identity, brand positioning and producing a wide range of on and offline messaging that promotes the SAWS mandate and enhances its reputation.

Key Performance Areas:

Communication

- Managing the dissemination of the SAWS related information through various communication platforms including both print and electronic media, the SAWS website, social media, press conferences, various publications, and so forth.

- Identify local and international opportunities to position SAWS as the authoritative voice for weather-related warnings, as well as the provider of world class marine, aviation, air quality and climate services.
- To coordinate, facilitate and oversee SAWS' participation in the WMO and in other key national and global programs.
- Develop and implement robust interactive and internal communication programmes that foster employee engagement e.g., newsletters; staff announcements, staff meetings and frequent CEO messages, education and topical issues and feedback mechanisms.

SAWS Branding

- To develop strategies and related programs aimed at growing the SAWS' brand internally through employee-targeted communication and externally through various initiatives.
- Manage non-spoken communication (photographs, illustrations, infographics, and general branding) while ensuring that all key communication documents and touch points are of a high quality and are regularly updated.
- Identify target audiences, appropriate messaging, and measure success of actions in terms of the SAWS' brand awareness.
- Together with the Human Capital Management department, identify and implement programmes aimed at communicating the SAWS' Employee Value Proposition.

Annual Report

- Manage the SAWS annual reporting process from layout and design, collating reports from various contributors within the SAWS' divisions, sourcing the appropriate visuals and editing the reports.
- Sourcing of the service provider to produce the annual report and managing the relevant contract and the Service Level Agreement
- Ensure timeous delivery of the annual report to Parliament and other relevant stakeholders.

People Management

- Effectively lead and manage the department by maintaining a motivated team to deliver on the SAWS mandate within the allocated resources.
- Promote a culture and practices that reflect the SAWS values.

Stakeholder Management

- Develop and implement stakeholder relations programmes.
- Develop a crisis management strategy.
- Assist in building and maintaining effective relations with the organisation's various stakeholders.
- Develop/ build and maintain relationships with representatives from national, regional, and international media outlets.
- Liaise with the Regulators, DFFE, DEA, Portfolio Committee, AGSA, National Treasury and other stakeholders as mandated.
- Create an effective stakeholder liaison network by, among other things, attending local community organisation meetings that are served by the company.
- Maintain an updated stakeholder database. Required Minimum Education / Training.

Required Minimum Education / Training

- Bachelor's degree in Communications/Public Relations or equivalent.
- A relevant post-Graduate qualification would be an advantage.

Required Minimum Knowledge and Work Experience

- At least 8 years in Communications/Public Relations, with a proven track record in developing and delivering brand, media and communications strategies which result in increased awareness amongst target audiences.
- Experience in working with digital technology
- At least two years' experience in a public sector
- Proven track record in building and leading highly successful and motivated teams
- Stakeholder relations management

- At least 3 years management experience

Technical and Behavioral Competencies Required	
Technical Behavioral	Technical Behavioral
• Media and conference management • Good verbal communication and interpersonal skills, including public speaking, media liaison and diplomacy skills • Ability to create and maintain relationships with the media. • Excellent writing skills • Knowledge of industry standards, best practices, and trends in the discipline.	• Leadership • Research and Creative Thinking • Influencing and Negotiation Skills • Networking and Collaboration • Results driven • Problem Solving • Excellent Communication skills (Written and verbal/ presentation skills) • Maintaining confidentiality • Ability to work after hours

Please Note:

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Enquiries for the above-mentioned positions must be directed to: Ms Thembisa Bixa, at Tel. (012) 367 6208.

Closing Date: 21 July 2026

This is an EE position, and preference will be given to **people living with disabilities, African, Coloured, and Indian Females**. The South African Weather Service is an equal opportunity employer. Correspondence will be limited to short listed candidates only. Candidates who have not been

contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

Record Reference	HCM-ADVERT- (Ref. WS02/072026)
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