



Applications are invited for this permanent full – time **Communications and Projects Manager** position.

### JOB PROFILE

**START DATE:** 01 January 2025  
**DEPARTMENT:** Advancement and Partnerships  
**REPORTS TO:** Chief Advancement Officer  
**CLOSING DATE:** 05 November 2024

<p><b>Organizational Description</b></p>	<p>The Oprah Winfrey Leadership Academy for Girls (The Academy) is a world-class educational platform for girls that is aimed at nurturing a new generation of dynamic women leaders. This residential boarding school is in Meyerton, Gauteng Province, with just over 300 students enrolled in Grades 8 -12. Grade 12. Students write the Independent Examination Board (I.E.B.) NSC Examination.</p> <p>Applications are invited from suitably qualified candidates. Applications must be accompanied by a cover letter, CV with names of three contactable references, a copy of the highest qualification/s and a copy of identity. Interested candidates must register their profile at <a href="http://www.pnet.co.za">www.pnet.co.za</a> to submit their application. Further information about the Academy can be found on its website (<a href="http://www.owlag.co.za">www.owlag.co.za</a>)</p> <p><i>Regrettably, emailed, faxed, and hand-delivered applications will not be considered. Only applications submitted through the Pnet portal will be considered. Only suitably qualified applications will be considered. Should you hear from us by 15 December 2024, please consider your application unsuccessful. The Academy reserves the right not to fill this position.</i></p> <p>'The Academy is an Independent Schools Association of Southern Africa (ISASA) member and is an equal opportunity employer.'</p> <p>'The Academy, in line with the Protection of Personal Information Act (POPIA), will attempt to ensure that the confidentiality of all applicants for this role is protected. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application, you are recognising and accepting this disclaimer.'</p>
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<p><b>Minimum academic requirements and experience</b></p>	<ul style="list-style-type: none"> <li>● A bachelor's degree in Communications or Public Relations or a relevant degree.</li> <li>● A minimum of five years' experience in designing and executing a communications and social media strategy</li> <li>● A minimum of three years' experience in events management and planning.</li> <li>● A minimum of three years' experience in project management/ administration.</li> <li>● Ability to monitor and develop budgets.</li> </ul>
<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>● Develop, execute and manage an internal and external communications strategy.</li> <li>● Develop, execute and manage a crisis communications strategy.</li> <li>● Develop, execute and manage a donor communications strategy.</li> <li>● Serve as the custodian and creative lead for the Academy's communication outputs.</li> <li>● Monitor the media daily (print / broadcast / online / social media / local / regional / international).</li> <li>● Manage all media queries timeously and professionally.</li> <li>● Work alongside appointed Public Relations firm in terms of all major strategies and high profile media exposure.</li> <li>● Keep track of relevant major conferences and events and ensure EXCO participation.</li> <li>● Serve as the organisations brand custodian.</li> <li>● Work closely with Chief Advancement Officer to ideate, plan and execute annual fundraising campaigns and donor events and initiatives that connect strategic stakeholders with the organisation.</li> <li>● Develop, implement, coordinate and monitor a project plan for each project in the Office of the Executive Director</li> <li>● Track and assessing the effectiveness of communication strategies and engagement efforts</li> <li>● Coordinate, manage and lead communications;</li> <li>● In partnership with the Executive Director and Chief Advancement Officer, develop, implement and maintain communications policies and systems;</li> <li>● Build and maintain relationships with a range of stakeholders</li> <li>● Conduct a regular review of the communications strategies to measure success;</li> </ul>

	<ul style="list-style-type: none"> <li>● Budget management and reporting;</li> <li>● Compile reports for management and general reporting;</li> <li>● Ensure all communications activities adhere to legal, ethical, and institutional guidelines and standards;</li> <li>● Perform any other duties as required by your line management from time to time.</li> </ul>
<p><b>Knowledge, Skills and Attitude</b></p>	<ul style="list-style-type: none"> <li>● Communication skills a priority</li> <li>● Willingness to work flexible hours, including evenings and weekends.</li> <li>● Professionalism non-negotiable</li> <li>● Must meet deadlines</li> <li>● Reputation management experience</li> <li>● Relationship building skills vital</li> <li>● Excellent writing skills</li> <li>● Customer/service focused</li> <li>● Must build interpersonal relationships and work as part of a team</li> <li>● Must be able to work under pressure</li> <li>● Analytical skills and attention to detail.</li> <li>● Editing and proofreading skills</li> <li>● Organisational skills</li> <li>● Design and layout skills</li> <li>● Innovative approach, proactive, take initiative and be results orientated</li> <li>● Computer literacy skills</li> <li>● Attention to detail</li> <li>● Understand budgets</li> <li>● Project Coordination</li> <li>● Planning and organizing</li> <li>● Research skills</li> <li>● Writing and storytelling Skills</li> <li>● Digital engagement and social media skills</li> <li>● Influencing skills</li> <li>● Uphold the Academy's values in all interactions and engagements with internal and external stakeholders.</li> </ul>

- Act with the highest integrity and always uphold the Academy's standards and values (Respect, Honour, Compassion, Service, Responsibility and Accountability);