



WIMBIZ POSITIONS AVAILABLE

CVs must be sent to admin@wimbiz.org.za

Closing Date: 3rd October 2023

1. GENERAL MANAGER

Job Description

The General Manager ('GM') will be responsible for improving efficiency and ensuring that the organization's mandate across its divisions is delivered. The GM will also oversee several elements in the organization, including hiring of staff, operating budgets, and launching of programmes that will attract members, and sponsors that will help the organisation to grow and thrive.

You will be the main person to ensure the overall operations of the organization are managed effectively.

Roles and Responsibilities

- Oversee day-to-day operations
- Design strategy and set goals for growth
- Maintain budgets and optimize expenses
- Set policies and processes
- Ensure employees work productively and develop professionally
- Oversee recruitment and training of new employees
- Evaluate and improve operations and financial performance
- Working closely with the board members to keep them up to date with the latest developments.
- Working closely with the Executive Chairperson's Office
- Taking an active role in assisting the Executive Chairperson with fundraising
- Assisting with marketing work and publicity.

Skills and Experience Required

- Budgeting, planning, and strategy skills
- Problem-solving abilities
- Business processes and functions knowledge
- Communication skills
- Analytical ability
- A University Degree, College Diploma, or relevant employment experience with a proven track record.



2. PUBLIC RELATIONS SPECIALIST

- Building and maintaining the positive image of the organisation
- Create and manage a Mass Media Strategy that includes Television, Radio, and Newspapers to further position the organisation's brand to reach a large audience, and influence society on a large scale.
- Establish and maintain relationships with various stakeholders
- Promote thought leadership programme

Roles and Responsibilities Include

- Developing and implementing public relations strategies and plans
- Developing media strategy
- Respond to requests from the media
- Writing press releases and preparing reports for media to promote the organisation
- Organising publicity and awareness campaigns and events
- Work closely with Marketing and Communications Division