

Position: Dialogue, Outreach and Advocacy Officer
Type: 5 years fixed term contract
Salary: R820 680
Closing date: 31 July 2026

Interested candidates should email CV to: recruitment@tianaconsulting.co.za

If you need more information about the position, please contact 011 431 1354, one of our Consultant will assist you.

Purpose of the Job:

This position, which reports to the Director: Standards, requires strong stakeholder engagement, communication, innovation and coordination skills. The purpose of the role is to support the Standards Department in raising awareness, promoting understanding and enabling the effective implementation of auditing and ethics standards through purposeful dialogue, outreach and digitally enabled advocacy. The Standards Department supports the Organisation's standard-setting mandate through the Committee for Auditing Standards and the Committee for Auditor Ethics.

Requirements:

- Bachelor's degree in communication science, Public Relations, Marketing, Journalism, Corporate Communication, or a closely related field, Auditing or Accounting with a communication, stakeholder engagement or outreach focus.
- Three to five years' relevant experience in communications, outreach, stakeholder engagement or similar role.
- Experience in coordinating stakeholder events, engagements, training interventions, webinars or outreach campaigns.
- Experience in drafting professional communications, reports and presentations.
- Demonstrated ability to manage multiple projects and stakeholder engagements simultaneously.
- Exposure to professional services, regulatory, standards-setting or public interest environments will be advantageous.
- PRISA accreditation, project management certification and digital communication or content creation training will be advantageous.

Key Performance Areas:

Facilitating structured dialogue and stakeholder engagement initiatives.

- Coordinating and facilitating technical forums, roundtables and consultations with stakeholders.
- Building and maintaining constructive relationships with audit firms, professional bodies, regulators, academia and other stakeholders.
- Ensuring effective communication, documentation and follow-up arising from stakeholder engagements.

Coordinating learning, implementation and capacity-building activities.

- Coordinating logistics and delivery of webinars, workshops, dialogues and training initiatives.
- Collaborating with technical experts and the Organisation Digital Content Creator to develop learning resources and stakeholder enablement materials.
- Monitoring participation and stakeholder feedback and recommending improvements.

Developing strategic communication and stakeholder resources.

- Drafting stakeholder communications, presentations, reports and engagement materials in plain language.
- Translating complex auditing and ethics content into clear, accessible and engaging formats.

- Supporting the development of innovative communication resources, including infographics, smart forms, explainer videos and webinar toolkits.

Analysis of stakeholder feedback and engagement metrics.

- Maintaining stakeholder engagement records, attendance registers and feedback information.
- Coordinating event logistics, stakeholder correspondence and follow-up actions.
- Supporting outreach and enablement activities in line with governance requirements.

Digital enablement and innovation initiatives.

- Assisting with the planning and delivery of digitally enabled outreach initiatives.
- Piloting innovative communication tools, formats and stakeholder engagement approaches.
- Using engagement analytics and post-event feedback to drive continuous improvement.

Participating in relevant projects and initiatives in support of the Standards Department.

- Supporting Professional Managers with ad hoc projects and departmental initiatives.
- Contributing to the achievement of departmental objectives and strategic priorities.

Collaboration with the Organisation Digital Content Creator and other Organisation functions.

- Supporting internal collaboration with regards to advertising, production and publication of materials and events.

Other Key Competencies:

The candidate must demonstrate the following skills and attributes:

- Unquestionable integrity and objectivity.
- Excellent stakeholder engagement and relationship-building skills.
- Strong verbal and written communication skills.
- Ability to translate complex technical concepts into clear and engaging formats.
- Strong project coordination and organisational skills.
- Excellent attention to detail and ability to manage competing priorities.
- Digital fluency and an interest in innovative communication tools and approaches.
- Ability to work independently and collaboratively across teams.
- Professional maturity, sound judgement and a customer-focused approach.
- Ability to navigate sensitive stakeholder relationships with professionalism and tact.