



**POST: Assistant Manager: Consumer Education**

**CENTRE:** HEAD OFFICE MAHIKENG

**SALARY:** R527 781 pa.

**REF NO:** NWHC 10/24

**Requirements:** Matric certificate and a Degree (NQF 7) Social Sciences and 5 years' relevant experience in Community and Stakeholder Relations. An Honours Degree in Management will be an added advantage.

**Competencies:** Planning and coordination skills. Problem solving and analytical skills. Good communication and interpersonal skills and Time management.

**Key responsibilities:** To manage the Public Relations of the NWHC, educating customers of the inner workings of the entity, to improve the image of the Corporation. To communicate the mandate of the entity through consumer educational programmes. Organise outdoor programmes to educate NWHC customers of the entity through positive programmes. Review and approve draft event presentations. Facilitate consumer education programmes. Address issues as reported by customers during outdoor events; escalating issues if necessary. Educate customers on property development and management issues, including title deeds and the processes involved therein. Manage activities related to, and responsible for improving the image of the Corporation. Compile monthly report of all consumer education activities. Report on programme milestones, achievements and completion. Review prepared reports for each outdoor programme.

**Enquiry:** Ms. L. Menoe (018-381 5029)

The North West Housing Corporation is an equal opportunity employer. Preference would be given to candidates from the designated groups in line with the employment equity. NWHC reserves the right not to fill the advertised position should there be no suitable candidate identified. Candidates with foreign qualifications are responsible for the evaluation of their qualifications by SAQA. Candidates that **meet the outlined requirements** should forward your application letter and a comprehensive CV, certified copies of qualifications and ID document quoting the relevant reference number to:

**RecruitmentAMCE@nwhc.co.za** No hand or post applications will be accepted. Please note that correspondence will be limited to short-listed candidates. Applications received after the closing date will not be considered. **Closing date: 28 January 2025 at 16:30**

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