



JOB POSTING FOR:

# Traffic & Communications Manager

REMUNERATION:	R30,000 - R35,000 per month negotiable/ market-related
BENEFITS:	Wifi router if needed to work remotely, laptop insurance
LOCATION:	Remote, but we have offices in Glenwood & Rosebank
EDUCATION LEVEL:	Degree (Experience preferred)
JOB LEVEL:	Mid
TYPE:	2 yr contract - potential to go permanent (funding dependant)
REFERENCE:	#OCLTrafficManager
COMPANY:	<a href="#">Open Cities Lab</a>

[CLICK HERE TO APPLY](#)

## ABOUT OPEN CITIES LAB

We believe that through empowering citizens, building trust and accountability in civic space, and building capacity with government, we will enable participation in decision making, evidence-based urban intervention, and inclusive co-design that will improve the lives of residents in urban spaces.

Our organisation is made up of Researchers, Software Developers, Economists, Data Scientists and Designers who get to constantly expand their knowledge and learn peripheral skills as part of the job. We are all driven by a common purpose as a non-partisan community founded on the belief of equality and inclusion through openness across all aspects of society.

We are growing! And we need help expanding our operational capacity...

# JOB DESCRIPTION

## THE DAY TO DAY

- Daily management of projects and account handling
- Reporting on project status, workloads and accounts
- Provide timely communication between relevant departments including finance, creative, development, data and management
- Manage daily schedules
- Oversee project resources and assist with the management of third party partner requirements and scheduling
- Hold regular production meetings and status updates
- Gather and disseminate content across OCL's channels of communication

## KEY RESPONSIBILITIES

- Provide strategy for both external and internal communications
- Develop communications plan/implement communications plan
- Coordinate projects from initial stages through to delivery
- Ensure the stages of the project are met according to client and creative brief, budget, resource and deadline deliverables
- Monitor current traffic processes and input ideas on how to improve current practices where required
- Manage project resources and update key stakeholders on requirements and supply
- Work across multiple projects & ensure all parties are informed of progress & problems
- Build effective relationships with key departments and partners

## KEY SKILLS

- You will have a creative flair, relish working in a fast-paced environment & be able to manage multiple project deliverables
- You will have solid people management & communication skills & have strong resourcing skills
- You will possess great organisational competencies & be able to manage the project process from start to finish
- Able to work in a collaborative, team environment
- Comfortable with working in a distributed organisation
- Able to give insightful input into inefficient administrative processes
- Able to give client and partner insight and feedback to the team
- Able to give intelligent recommendation/advice to clients and partners
- Have a good command of English both spoken and written; impressive copywriting skills is a plus
- You will have solid Social Media management skills

## QUALIFICATIONS

- Experience may be preferable to qualifications for this role
- You should show an aptitude for technology & organisational management with either a business / creative-led degree, or equivalent qualifications

## RELEVANT EXPERIENCE

- Proven project & account management experience
- Experience having created & implemented communications plans
- Resourcing experience with high volume traffic projects
- Adept at briefing teams across many departments & reporting to clients/partners
- Skilled at working under pressure

## OCL'S PLEDGE

All applicants who are drawn to serve the mission of Open Cities Lab will enjoy Equality of Opportunity and fair treatment without regard to:

- Race
- Colour
- Age
- Religion
- Pregnancy
- Sex
- Sexual orientation
- Disability
- Gender identity
- Gender expression
- National origin
- Genetic information
- Marital status
- Prior protected activity

Women, Nonbinary, BIPOC, People with disabilities are strongly encouraged to apply.