

INTERNAL AND EXTERNAL ADVERTISEMENT
BAKUBUNG PLATINUM LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER.

Job Title	
Communications Specialist	
Job Function	
Core / Support:	Support
Department:	Corporate Affairs
Job Type:	Permanent
Location:	Bakubung Platinum Mine - Rustenburg
Role Description	
The purpose of the role is to support the broader Corporate Affairs vision and strategy related to marketing and communication. The role entails but not limited to writing, editorial and communication responsibilities. The role reports to the Corporate Affairs Manager. To facilitate the provision of a comprehensive communication service to the operation, including the management of formal communication tools, communication with internal and external stakeholders and social investments.	
Education and Experience Requirements	
• Driver's Licence: Code B (Light vehicle) • B. Tech/Bachelor's degree in Business Communication Science/Public Relations Management/Marketing Management/Journalism/Media Studies/a related field • Minimum of 4 years' relevant experience in the corporate communications field • Strong Marketing, Branding & Events Management experience is essential • Experience working on a website and intranet content management • Experience in an internal publishing environment, with knowledge and practical experience of working with various desktop publishing packages to write, edit and produce a range of internal company publications • Highly experienced in working across all social media platforms, creating content and monitoring/evaluating social media chatter that affects the corporate environment • Experience working with multiple internal "customers" to deliver content that meets needs; experience working with external marketing partners	
Job Requirements	
• Develop and implement Media and Communications Strategy for Wesizwe Platinum & Bakubung Platinum Mine • Plan, manage and execute internal and external communication activities in line with the Corporate Affairs strategy and approved corporate messaging. • Develop and maintain communication plans and calendars for business priorities, operational developments, employee engagement and corporate initiatives. • Draft, edit and issue high-quality corporate communications including employee notices, executive messages, speeches, briefing notes, newsletters, presentations, media statements, FAQs and stakeholder communication materials. • Management of external vendors contracted by the Communications department, including ensuring that payments are timely made to these vendors. • With a strong focus on branding: Ensure the procurement and distribution of promotional material for the mine. • Manage and implement internal branding activities of the mine, including procurement of branding material and ensuring visible Wesizwe and Bakubung Platinum branding within the mine premises. • Must be able to work independently with minimal supervision. • Plan and maintain effective and timeous communication to mine employees in order to share important information and prevent potential misunderstandings. • Ensure clear feedback is given based on networking and research, as well as alignment with Wesizwe's values and policies. • Conduct regular audits to determine the effectiveness of communication channels. • Manage electronic internal communication platforms and instruments. • Verify that external communication is in accordance with the directive of the Corporate Office, to ensure compliance. • Promote effective liaison with the external media to protect, enhance and maintain the corporate profile. • Verify media articles and evaluate photos prior to publishing to ensure the authenticity and relevancy thereof. • Maintain branding integrity through the efficient management of all events, to enhance the profile of the company. • Participate in stakeholder engagements as relevant to discipline and act consistently with sustainability	

expectations

- Support the development of, and ultimately implement, a purpose-led, high-performing culture within the teams that is aligned with the company values, is inclusive and promotes diversity.
- Act as a role model and actively engage as a team member in all team processes.
- Implement effective team leader and team member processes.
- Set clear and consistent expectations, encourage teams to challenge the status quo and strive for improvements.
- Ensure that the discipline specific systems, symbols and behaviours reinforce desired culture.
- Lead day to day communications with teams.
- Provide input for draft of communication materials, understand the operation's goals and directions.
- Effectively allocate authorities and resources (time, people and budget).
- Hold individuals to account, in line with their role authority and accountability structures.
- Communicate performance requirements to teams and provide sight on employee achievements.
- Support Investor Relations through shareholder communication and reporting in line with JSE Requirements.
- Plan, coordinate and execute internal and external corporate events, ensuring alignment with the Company's communication strategy, brand guidelines and business objectives.
- Develop and maintain an annual events calendar, incorporating corporate, community, stakeholder and employee engagement events.
- Coordinate all event logistics, including venues, invitations, programmes, branding, décor, catering, technical requirements, suppliers and guest management.
- Liaise with internal departments, external stakeholders, community representatives, service providers and event partners to ensure the successful delivery of events.
- Develop event communication plans, including invitations, programmes, speeches, presentations, media releases, social media content and other communication materials.

Skills Required

- Strong project management and organisational skills
- Proven superb writing, messaging, copywriting and storytelling skills in long and short-form content formats; ability to write in different styles and voices for varied audiences (a portfolio of recent, attributable examples of writing may be required for review)
- Intermediate to expert skills with publishing packages
- Excellent media management skills with strong media release and editorial article writing capability and track record (a portfolio of recent, attributable examples of media release and editorial article writing may be required for review)
- Excellent work ethic, schedule flexibility and the ability to manage multiple projects under deadlines
- Commitment to quality, accuracy, and consistency including adherence to brand standards
- Intermediate to Expert skills with content management systems, basic HTML, web analytics, email marketing platforms, social media management tools and Search Engine Optimisation (SEO)
- Ability to self-direct as well as work in a team-oriented environment that includes meetings, discussions and research
- Social process skills are the people skills needed to ensure effective interactions with other people to achieve productive outcomes and build effective relationships

Should you be interested in applying for this position, please send your CV with relevant qualification copies and the position as the email subject to Recruitment@wesizwe.com **on or before the 15th September 2026**. Should you not hear from the Company within a period of 21 days after the closing date of applications, your application shall be deemed to be unsuccessful. For telephonic enquiries please contact 014 004 1011.