

The University of KwaZulu-Natal is committed to Employment Equity

EXECUTIVE DIRECTOR: CORPORATE RELATIONS

**REFERENCE NUMBER: EX01/2018
FIVE (5) YEAR FIXED TERM APPOINTMENTS**

The Executive Director Corporate Relations is responsible for positioning the University appropriately in various markets and audiences as well as effective and sustained communication of the University's vision, mission and institutional strategy to these audiences.

The Executive Director is responsible for building the reputation, image and brand for UKZN through the development and management of a proactive, integrated, comprehensive programme of external relations, including, but not limited to, alumni relations, existing and prospective donor relations and stewardship, gift processing and acknowledgement; marketing, public and media relations, crisis communications, University publications and special events.

The Executive Director is also responsible for building the University's international profile and internationalisation of UKZN in line with its vision and mission. He/She is a member of the Operations management team as a leader of the Corporate Relations Division.

This position reports to the Vice-Principal Operations.

Minimum Requirements

- A Master's Degree in public relations, communications, marketing or related fields.
- Eight (8) years relevant experience, of which at least five (5) years must be at a senior leadership/executive level.
- Five (5) experience of corporate communication and media liaison in a large organisation.

Other Requirements

- A proven record of successful marketing and branding the corporate identity of a large and complex institution.
- A proven record of representing a large and complex organisation in the public and private sectors, both nationally and internationally.
- A proven record on Community Engagement.
- The ability to communicate in isiZulu is required for this position.

Personal and Leadership Attributes required:

We are seeking individuals with strong interpersonal capabilities; experienced institutional leaders, who are able to foster interpersonal

relationships across the University's multiple stakeholders. In particular candidates will be required to:

- **Provide strategic direction**
- **Champion the delivery of greater results**
- **To manage stakeholders, internal and external**
- **Manage self and others**
- **Foster productive working relationships**

The closing date for receipt of applications is 24 September 2018.

General Information

Applicants are required to provide:

- a detailed motivation highlighting their experience in each of the requirements listed above
- a detailed CV, including full record of research, publications and teaching, if applicable
- An abridged CV (maximum 2 pages)
- the name, telephone, fax and e-mail address of three referees who are able to confirm experience listed in motivation or CV

Applications for the posts of Executive Director, Corporate Relations, and Executive Director: Institutional Planning and Governance should be sent for the attention of Ms Ntebo Kikine, Talent Consultant, Human Resources, University of KwaZulu-Natal, Westville College Campus, and Private Bag X 54001, Durban, 4000 or e-mail: kikinen@ukzn.ac.za

Please state the reference number in your subject line.

Detailed versions of the adverts and the job profiles may be accessed at <http://hr.ukzn.ac.za/Vacancies18953.aspx>

Please note:

- Job profiles for these posts are available upon request.
- Only short-listed candidates will be contacted.
- The University reserves the right not to make an appointment.