

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**CORPORATE RELATIONS DIVISION**  
Communications

**Communications Assistant**  
(PEROMNES GRADE 11)  
One Year Fixed Term Appointment  
**Westville Campus**  
**REFERENCE NO. CR01/2023**

The Corporate Relations Communications Department seeks to appoint a dynamic, energetic, and experienced person to fill the temporary position of Communications Assistant. The ideal candidate should be a self-starter with a high level of experience in news content creation, writing, media relations and monitoring.

The Communications Assistant will support the UKZN Communications directorate in the oversight of its communications activities. This involves creating and covering news content for its corporate newsletters and publications, proofing and editing, drafting of press releases, monitoring the University's media coverage, as well as office administration. The incumbent will also assist the directorate in Corporate Relations as and when required.

**MINIMUM JOB REQUIREMENTS AND EXPERIENCE**

- Relevant bachelor's degree.
- Two (2) years relevant work experience in newswriting, proofing, editing and media relations.
- Media relations and monitoring.
- Photography experience is preferred.

**Short-listed candidates may be required to undertake a skills test.**

Enquiries and details regarding this post, and all other recruitment related enquiries may be directed to email **MbuliC@ukzn.ac.za**

**The remuneration salary is at Grade 11, fixed term rates.**

**Applicants are required to complete the relevant application form (support), which is available on the Vacancies website at <http://vacancies.ukzn.ac.za>**

Completed forms must be sent to **recruitment-ctm@ukzn.ac.za**. Advert Reference Number **MUST** be clearly stated in the subject line.

**The closing date for receipt of applications is 5 February 2023.**

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.