

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

**PUBLIC RELATIONS OFFICER
(Grade 8)
College Professional Services Office
College of Health Sciences
HOWARD COLLEGE CAMPUS**

REFERENCE NUMBER: CHS06/2016

As a member of the College Public Relations team, implement the College strategic communications plan in line with the University Strategy and College objectives. Provide a full public relations service to the School of Health Sciences and the School of Laboratory Medicine and Medical Sciences. Promote the College and assigned Schools, through the professional coordination of strategic marketing and public relations events to both its internal and external stakeholders. Research and write high quality articles publicising the College and respective Schools. Gather and write content for the Websites of the two schools in online format. Develop and enhance public relations by maintaining links with former staff members and alumni, and hosting international groups, in consultation with the College PR Manager. The incumbent will be expected to travel between campuses and across hospital sites in Districts.

Minimum Requirements:

- A degree or a national Diploma in Journalism or media and communications, Public Relations Management, Social Sciences;
- Three years' experience in marketing and publicity, preferably in the field of higher education AND
- A valid Driver's license.

Essential requirements:

- Excellent verbal and written communication skills;
- A high degree of computer literacy;
- Writing for the media and editorial skills
- A thorough understanding of secondary and tertiary education sectors, University systems and structures;
- A knowledge of the field being marketed (i.e. Health sciences and medicine) and to be able to communicate this to the wider public;
- Experience in website and database maintenance;
- Experience in dealing with people at all levels.
- Proven experience in organizing official events and internal marketing initiatives
- Own a vehicle.

This post reports to Manager: Public Relations. Enquiries regarding this post may be directed to Ms MaryAnn Francis on 031-260 2525. The job profile is available from Mr Aubrey Mbona, tel:031 260 4450 or e-mail: mbonas@ukzn.ac.za

The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service.

The closing date for receipt of applications is Tuesday, 24 May 2016.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za

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