

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.

COLLEGE OF LAW AND MANAGEMENT STUDIES

PUBLIC RELATIONS

ASSISTANT PUBLIC RELATIONS OFFICER

(PEROMNES GRADE 10)

(SIX-MONTH FIXED TERM CONTRACT)

**WESTVILLE CAMPUS
Ref. No. CLMSPRO2023**

As a member of the College Public Relations team, the Assistant Public Relations Officer will be required to assist with the implementation of the College strategic marketing and public relations plan, in line with the University Strategy and College objectives. The incumbent will be expected to travel to all the University campuses, working closely with the College PR Team in their day to day operations and activities offering support and hands-on assistance as required by the PR Manager. Assistance and involvement includes but is not limited to, Graduation, Special Events, Conferences, Workshop, Open Days, the College social media platforms and other publicity campaigns and events. The hours of duty may, at times, involve after hours and weekend responsibilities.

MINIMUM REQUIREMENTS:

- A relevant three-year degree or diploma (marketing, journalism, public relations or communications);
- Two-year experience in the field of communications;
- Demonstrable experience in writing balanced and well researched articles (submit a portfolio of evidence with your application); and
- Two-year experience in coordinating corporate events.
- Relevant work experience in a Higher Education Institution.

The remuneration rate will be determined in accordance with prevailing remuneration principles. The closing date for receipt of applications is Monday, 22 May 2023.

Applicants are required to complete the official application form (*application form - support*) which is available on the Vacancies website at www.ukzn.ac.za

**Completed forms must be sent to clmspr@ukzn.ac.za
Please state the advert reference number in your subject line.**

The University reserves the right not to make an appointment.