**EXPRESSION OF INTEREST – ACTING OPPORTUNITY**

**CORPORATE RELATIONS DIVISION**

**PUBLIC RELATIONS PRACTITIONER**

**(PEROMNES GRADE 8)**

**WESTVILLE**

**(6 MONTHS)**

**REF NO: CR07-2023**

**An opportunity has arisen in the department for an employee to act in the position of Public Relations Practitioner for a period of 6 (six months).**

According to the Policy “Redeployment, Secondment, Transfer and Acting Appointment” – the employee should meet most if not all requirements.

The responsibility of the Corporate Relations Division at University of KwaZulu-Natal is to elevate, protect and advance the brand of the institution. The Corporate Relations Division has its Head Office at the Westville Campus.

This position supports the Executive Director and the Director University Relations in promoting the brand and communicating with a wide range of diverse stakeholders in a professional, timeous and accurate manner about all events and activities taking place at the University.

The Public Relations Practitioner will work with a broader team to market the university, develop campaigns, events and functions, which enhance the overall image of the UKZN.

The Public Relations Practitioner works with Colleges, Schools and divisions to project manage events, lead campaigns and mobilise internal and external stakeholders in a manner, which build new relationships, consolidates partnerships and increases internal cohesion at UKZN.

The successful candidate’s primary functions will be four-fold:

Project manage and coordinate events;

Plan and lead campaigns;

Develop effective relationships internally and externally,

Market the UKZN in a positive and professional manner.

**Minimum Requirements**

* A relevant three-year Degree
* At least three years relevant experience
* Prior experience in marketing and public relations
* Experience with event management.
* Good written and verbal skills

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms. Cynthia Mbuli or e-mail: [mbulic@ukzn.ac.za](mailto:mbulic@ukzn.ac.za)

**Interested employees should send an expression of interest and attach CV, explaining how they meet the minimum requirements sufficiently to perform adequately in the role – to Cynthia Mbuli (**[**recruitment-ctm@ukzn.ac.za**](mailto:recruitment-ctm@ukzn.ac.za)**) 031 260 3378, by no later than Thursday 8 June 2023.**

**Reference number to be quoted on subject line**

***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 endeavour 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.***