Northlink College

Central Office: 80 Voortrekker Road, Bellville 7530
Tel: 021 970 9000 • Fax: 021 970 9063
Private Bag X1, Panorama 7506
info@northlink.co.za • www.northlink.co.za
Enquiries: 08600 NLINK (65465)

ADVERTISEMENT

To:	All Staff	**From**:	Melissa Anthony
Department:	All Departments	**Department**:	HR Department
Campus:	All Campuses	**Campus**:	Central Office
Subject: Vacancy – OFFICER		**Date**:	03 June 2019

OFFICER: MEDIA, PUBLIC RELATIONS, ADVERTS, SOCIAL MEDIA AND EVENTS
SALARY LEVEL 8

OPEN VACANCY
[Ref. 187/06/2019]

REQUIREMENTS

- Minimum three (3) year relevant qualification (Diploma/Degree) in Marketing/Communication/Public Relations or related field.
- At least two (2) years' reputable experience in customer relations, networking, stakeholder engagement, marketing, public relations and communication.
- Sound knowledge of the TVET sector is recommended.
- Computer Competence (MS Word, MS Excel, MS PowerPoint)
- Bilingual. (English and Afrikaans or Isixhosa)
- Valid Drivers' Licence.

KEY PERFORMANCE AREAS

- Compilation of advertising strategy arranging advertising campaigns etc
- Liaising with advertising agencies re –advertising material-writing up briefs approving designs, managing the process until implementation.
- Research and generation of press releases articles, editorials etc
- Seeking effective and affordable media coverage opportunities and implementation.
- Identification and placement of all print, radio and publication material. (advertising)
- Networking with advertising industry.
- Developing of visual marketing material.
- Proof reading and editing of external publications, articles etc
- Coordinate all college communication and public relations activities.
- Organising major events: Award Ceremony, Open days, Awareness Campaigns etc
- Coordinating launches, community projects, etc.
- Engage in industry liaison - college collaboration activities.
- Assist College Fundraiser(s) with conceptualising, planning and executing fundraising initiatives.

- ***Applications:*** *Applicants must submit their CV, originally certified copies (not older than 3 months) of all qualifications, Academic Transcripts/ Statement of results, Identity document, Valid Driver's Licence (if applicable) and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document. All applicants must submit a Police Clearance Certificate or proof of application (receipt) not older than 6 months, together with a duly signed Z83 form to the Recruitment Officer, hand delivered to Northlink College - Central Office, 80 Voortrekker Road, Bellville, 7530 (during office hours) or posted to Private Bag X1, PANORAMA, 7506. No faxed or e-mailed applications will be considered.*
- *A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. Failure to attach the requested documents will result in your application not being considered.*

- ***Closing Date:*** ***31 July 2019*** ***Enquiries: 021 – 9709019***

- *Preference will be given to designated groups in terms of the Employment Equity Act. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.*