

**The University of KwaZulu-Natal is committed to employment equity.**

**Applications are invited from College PR and Corporate Relations staff members ONLY**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**CALL for EXPRESSION OF INTEREST**

**MANAGER: COLLEGE PUBLIC RELATIONS**

The College of Law and Management Studies has an opportunity for an acting appointment in the Manager: College Public Relations Portfolio.

An acting position of this nature provides an ideal opportunity for qualifying Public and Corporate Relations staff to gain experience within the College and University leadership structures. The acting appointment will be for 6 months from 01 April 2021 to 30 September 2021. A non-pensionable allowance will be paid for the duration of the acting appointments.

As a member of the College Management Team, the incumbent will develop and implement the College strategic marketing and public relations plan, liaise with external parties, assist staff within the College with public relations activities, and ensure that College marketing and communication objectives are in line with the University's Integrated Marketing Strategy. S/he will serve as a link between the College and Corporate Relations Division (CRD) to prioritize College needs, gather resources, and using the expertise in CRD. The incumbent will head up the College Public Relations team of four to five people.

For the interim appointment, the process to be followed is to solicit expressions of interest from potential candidates within the University. A small committee, chaired by the DVC, will then review all expressions of interest.

The incumbent will report to the Director: College Professional Services.

**Minimum Requirements:**

- A relevant 3-year degree or diploma, preferably in marketing and communication, AND 7 years' experience as a marketing and communications practitioner, of which 2 years must be at management level
- Experience in organizing official events and internal marketing initiatives
- Experience in writing and compiling press releases and producing publications
- A valid Driver's license

**Advantages:**

- At least 3 years' experience as a marketing and communications practitioner at a University.

Public Relations staff interested in being considered for the opportunity to act, are invited to send their CV and a brief covering motivation, indicating how they meet the minimum requirements sufficiently to perform adequately in the role or how they would see this as a development opportunity and/or what they could contribute to the portfolio.

Inquiries regarding this post may be directed to Ms Aliya Vaid on [Vaid@ukzn.ac.za](mailto:Vaid@ukzn.ac.za)

All expressions of interest are to be sent via email to Mrs. Lindiwe Ntshangase [Ntshangasel@ukzn.ac.za](mailto:Ntshangasel@ukzn.ac.za) by no later than 11 March 2021

Mrs. Lindiwe Ntshangase can be contacted via email for a copy of the job profile if required.