

The University of Kwa-Zulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve retrospectivity 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

**GRADUATE SCHOOL OF BUSINESS
AND LEADERSHIP**

**THREE MONTHS FIXED TERM CONTRACT (1 Post)
ASSISTANT PUBLIC RELATIONS OFFICER
(PEROMNES GRADE 10)**

**WESTVILLE CAMPUS
REFERENCE No: GSBLPR1/2026**

The School's Assistant Public Relations Officer will be required to assist with the implementation of the School's overall strategic marketing and public relations plan as aligned to the College and University strategy and objectives.

The incumbent will be expected to travel to all UKZN campuses, as well as to external stakeholders, working closely with the Schools Operations Manager and Corporate Relations Division in their day-to-day operations and activities.

Scope of involvement includes but is not limited to, Student Recruitment, Graduation, Special Events, Conferences, Workshops, Open Days, Orientation Days, the School social media platforms and other publicity campaigns and events. The hours of duty may, at times, involve after hours and weekend responsibilities.

MINIMUM REQUIREMENTS:

- Matric/Grade12 plus a relevant three-year degree or diploma (preferably in marketing, journalism, public relations or communications);
- Two-year experience in marketing and publicity, preferably in the field of higher education;
- Experience in website and database maintenance;
- Demonstrable experience in the writing and researching of articles and editorial skills (submit a portfolio of evidence with your application); and
- Two-year experience in coordinating corporate events.

ADVANTAGES:

- A valid driver's license.

The closing date for receipt of applications is **18 January 2026**.

The University, however, reserves the right to re-advertise the above position to facilitate further searches and increase the pool of applicants, and the right to not appoint and/or stop the recruitment process at any stage.

Applicants are required to complete the relevant application form which is available on the

Vacancies page of the University website at www.ukzn.ac.za Completed forms may be sent to Ms Kiru Naidoo, email Naidook87@ukzn.ac.za. Enquiries regarding this post may also be directed to Ms Naidoo.

The Advert Reference Number MUST be clearly stated in the subject line of the email.

Communication will be limited to the short-listed candidates only.

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.

Due to the large amount of applications received, only successful applicants will be notified.