

Public Relations Officer X1

Listing reference: ukzn_000685 Listing status: Online Apply by: 4 February 2026

Position summary

Industry: Education & Training

Job category: University and Academy

Location: Kwazulu Natal

Contract: Permanent

Remuneration: Market Related

EE position: Yes

Introduction

CORPORATE RELATIONS DIVISION, PUBLIC RELATIONS OFFICER (X1), (PEROMNES GRADE 08), DURBAN CAMPUSES.

Job description

- The Public Relations Officer (PRO) plays a key role in supporting the Corporate Relations Division to enhance the image, visibility, and reputation of the University
- The incumbent will be responsible for implementing public relations strategies, coordinating events, supporting stakeholder engagement, and driving communication initiatives that align with UKZN's objectives
- The role requires strong writing, media relations, and digital communication skills, as well as the ability to engage with diverse stakeholders both within and outside the University
- Responsibility for supporting and implementing institutional branding across events, campaigns, and related communication activities in line with approved brand guidelines

Minimum requirements

- A Bachelor's degree in Public Relations, Communications, Marketing, Journalism, or a related field.
- A minimum of three (3) years' relevant experience in public relations, marketing, communications, or publicity, preferably in a higher education environment.
- Demonstrated experience in event coordination, media liaison, and stakeholder engagement.
- Strong writing skills with the ability to produce high quality content for various platforms
- Excellent verbal and written communication skills, including editorial and content development abilities.
- Proficiency in digital media and social media platforms.
- Strong organisational and problem-solving skills with the ability to work under pressure and meet deadlines.
- Excellent interpersonal skills and the ability to interact with diverse stakeholders.
- A high level of professionalism, diplomacy, and ethical conduct.
- A valid, unendorsed Code 08 driver's licence.
- Willingness to work on weekends, public holidays, and outside of regular office hours as required.

Advantages:

- Experience in a higher education environment.

Those who applied before, must send their applications/CV's directly to this email thembekile.cele@stepstone.com

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Information Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of such Personal Information is necessary for the University's recruitment and selection process. The University will ensure that appropriate security measures are in place for both electronic and paper-based formats during this process.

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.

1. Please do not send us copies of your degree and other certificates. We will request certified copies if you are short listed for interview.

2. Please read the advertisement carefully. We do not consider applicants who do not meet the minimum requirements.
3. The University is committed to Employment Equity.
4. The University reserves the right not to fill a vacancy.
- 5. Should you not hear from us within six weeks of the closing date, please assume you are unsuccessful**
6. Please familiarise yourself with the University's Section 18 Notice regarding the processing of your Personal Information.