

## Gauteng Partnership Fund Internal and External Vacancy

**Title of the Job:** Marketing and Communications Officer  
**Grade / Level** C2 (Paterson)  
**Location:** Sandton  
**Salary:** Market related  
**Closing Date:** 3 July 2020  
**Reference Number:** MCO2020

**Overall Responsibility:** To support the Head of Marketing and Communications and the team in the formulation of communication strategy and the annual communication plan; and conceptualise; plan; implement and monitor internal and external communications programmes with the objective of influencing the perceptions of targeted stakeholders and enhancing the GPF's image and reputation.

### Key Performance Areas:

- To support the Head of Marketing and Communications and the team in the implementation of the overall internal and external communications operational and tactical plan.
- Apply knowledge and understanding of the business context to ensure credible and effective internal and external communication with stakeholders
- Verbal and written engagement with internal and external stakeholders that promote the brand /product/service in support of the communications; marketing and business strategies and objectives.
- Write and distribute content to promote an organization's brand, activities or products.
- Research and draft documents including interviewing, editing, proofreading and collating amendments from colleagues and wider stakeholders for relevant publications
- Draft internal communications (memos, newsletters etc.)
- Draft content (e.g. press releases) for mass media or GPF website
- Update GPF website as and when required
- Manages social media platforms (research and draft content)
- Plan and organize events and press conferences
- Liaise with media and handle requests for interviews, media statements etc.
- Collaborate with communications and marketing professionals to produce publications for GPF
- Provides administrative and technical support services within the unit and for all business units within GPF in respect of Communications, Marketing and Stakeholder Relations
- Prepares and submits reports as required
- Monitor compliance to policies and relevant legislation
- Provides Management with relevant information and attends meetings as assigned

**Qualification & Experience:** Degree in Communications or Journalism. **Competencies:** Extensive knowledge and experience in Communications fields • Strong Communication skills (written and verbal) • Writing, Editing, Proofreading and Publishing skills, Speech writing skills, Media Liaison skills, Public Relations Skills, Building and maintaining effective relationships, , layout and design skills will be an added advantage.

Desktop publishing skills • Administrative skills and records management; Advanced MS Excel; Presentation; Interpersonal skills • Ability to be proactive and innovative. Sufficient exposure in communication environment, • MS Office proficiency

***GPF is an equal opportunity, affirmative action employer. Preference will be given to candidates whose appointment will enhance representation in accordance with the approved employment equity plan.***

Correspondence will be limited to shortlisted candidates only. If you do not hear from us within two months of the closing date, please regard your application as unsuccessful. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by GPF. GPF reserves the right not to fill an advertised position. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Applications to be sent to [careers@gpf.org.za](mailto:careers@gpf.org.za) by no later than close of business on Friday, 3 July 2020

