



JOB ADVERTISEMENT

FASSET complies with the provision of the Protection of Personal Information Act, therefore information below is collected and will be used for recruitment processes. By submitting your documents, you consent to the processing of your personal information for the intended purpose.

SUMMARY	
Name of Position	: Public Relations Specialist
Closing Date for Applications	: 6 October 2023 @16:30
Commencement Date for Post	: As soon as possible
Salary Offer	: R 640 734 p.a (TCTC)
Reference	: FAS/RECRUITMENT/PRS110
JOB IDENTIFICATION	
Department:	Communications and Stakeholder Engagement (CSE)
Reporting Line:	CSE Manager
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
<p>The primary purpose of this position is planning publicity strategies and campaigns. Writing and producing presentations, articles, press releases and social media posts. Designing or project managing the production of visual communications and digital content. Dealing with enquiries from the public, the press and related organisations.</p>	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Liaise and promote relations with relevant stakeholders. • Coordinate organizational events and projects. • Facilitate and implement the communications plan, programme and campaigns. • Implement communication strategy and policy. • Develop events management strategy and ensure effective events management. • Promote favourable corporate image and identity for FASSET. • Develop and update the organization's calendar of events. • Prepare content and features for newsletters, intranet, website, and other media. • Promote FASSET's brand through exhibitions, campaigns and advertisements. • Ensure proper branding for all FASSET events. • Provide support with the management of the organization's social media page. • Strengthen relations between internal and external stakeholders. • Identify and maximize opportunities to enhance the transversal organizational reputation across internal and external stakeholders. • Coordinate and implement the distribution of information to populate the organization's internal communication platforms. • Facilitate the development of PR and social media plan. 	



- Facilitate the development and issuance of approved media statements.
- Organize media activities.
- Maintain good relations with media.
- Source and formulate responses for media enquiries.
- Produce media database relevant for FASSET initiatives and the brand.
- Produce graphic design content for the organization.
- Provide photographic services and preserve content.

REQUIRED QUALIFICATION

Qualification	<ul style="list-style-type: none"> • Matric/Grade 12. • Diploma in Public Relations, Communication, Journalism / Media Studies or Equivalent qualification at NQF Level 6. • Bachelor's degree in Public Relations, Communication, Journalism / Media Studies or Equivalent Qualification at NQF Level 7 will serve as an advantage.
---------------	---

REQUIRED EXPERIENCE

Essential:	<ul style="list-style-type: none"> • 3 years' experience in public relations/ Communications/Media or relevant environment.
------------	--

COMPETENCIES REQUIRED

Critical	<ul style="list-style-type: none"> • Analytical thinking. • Ability to work independently and under pressure. • Willing to travel extensively. • Digital marketing. • Client orientation and customer focus • Honest and integrity • Prepared to work long and irregular hours. • Graphic design. • Problem solving and decision making.
----------	---

KNOWLEDGE AND SKILLS REQUIRED

Essential	<ul style="list-style-type: none"> • Excellent communication skills (Oral & Written) • Report writing. • Event management. • Project management. • Marketing Management. • Planning and organizing. • Computer literacy (MS Office suite). • Presentations skills. • Attention to detail. • Creative and innovative. • Branding guidelines and principles.
-----------	---



Date of commencement of position

FASSET requires applications for a permanent Public Relations Specialist to join existing team as soon as possible.

SALARY

The salary to be offered for this position is **R 640,734 per annum (TCTC)**.

ASSESSMENT

Applicants may be required to undergo a competency assessment.

CONTACT DETAILS

Submit your full curriculum vitae (including your name, contact details, and at least 3 references), copies of your qualifications, matric and copy of ID by no later than **6 October 2023** to: PRS110@fasset.org.za

For any inquiries regarding the position please contact: Mr Karabo Dikgore, Human Resources Department at 087 562 8217. Should you not hear from FASSET within 6 weeks of the closing date, please consider your application unsuccessful. Communication will be sent to the shortlisted candidates only.

By submitting your application for a position at FASSET, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related processes.



FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.