

RESOURCES AND OPERATIONS Communications and Marketing

POST TITLE	Journalist / Media Relations Specialist <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 353	CLOSING DATE FOR APPLICATIONS	• 29 November 2019
POST LEVEL	• P7	NATURE OF APPOINTMENT	• Permanent support services
MAIN PURPOSE	<p>Responsible for the content and extent of CUT coverage in the mainstream and regional media; ensuring regular media monitoring, and analysis; supporting university management and council on media related activities and functions including organising press conferences, having regular media briefings with journalists, interviews, issuing statements. The position also plays advocacy role by advocating university programmes and its stance on issues; by influencing media agenda through our success stories</p> <p>The incumbent must be able to manage the content and extent of CUT coverage in the regional and national media (ensuring regular media monitoring, analysis and coverage; supporting management and council on media related activities including press conferences, media briefings, interviews, and prepare statements.</p>		
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • Relevant 3-year qualification (i.e. diploma/degree at least NQF 6 or equivalent) • At least 3 years' relevant experience 		
DESIRED QUALIFICATION	<ul style="list-style-type: none"> • Post graduate qualifications in Communications • 5 years' experience in managing a communications unit 		
DIRECT ENQUIRIES TO	• Mr D Maritz at 051 507 3820 or dmaritz@cut.ac.za		

MAIN TASKS

1. Provide input into the section's strategic plan, relating to CUT's vision and mission	2. Develop a media engagement plan
3. Provide CUT with steady flow of positive information to all CUT's influential constituencies	4. Conduct liaison with key strategic partners internally and externally
5. Conduct editing of corporate communications content to ensure the brand is enhanced	6. Provide input into the budget for the Communications & Marketing section
7. Develop Reports	

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

(Kindly ensure that you read and comply before submitting your application)

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
 - A completed and signed CUT application form;
 - A comprehensive Curriculum Vitae;
 - A **certified** copy of a South African identity document or a passport;
 - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
 - A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only. If you haven't received feedback in four weeks, consider your application not shortlisted.
- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.
- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.

- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

By hand:

The Resourcing office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
20 Pres. Brand Street
Bloemfontein

By mail:

The Resourcing Office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
Private Bag X20539
Bloemfontein, 9300

By e-mail:

jobs@cut.ac.za