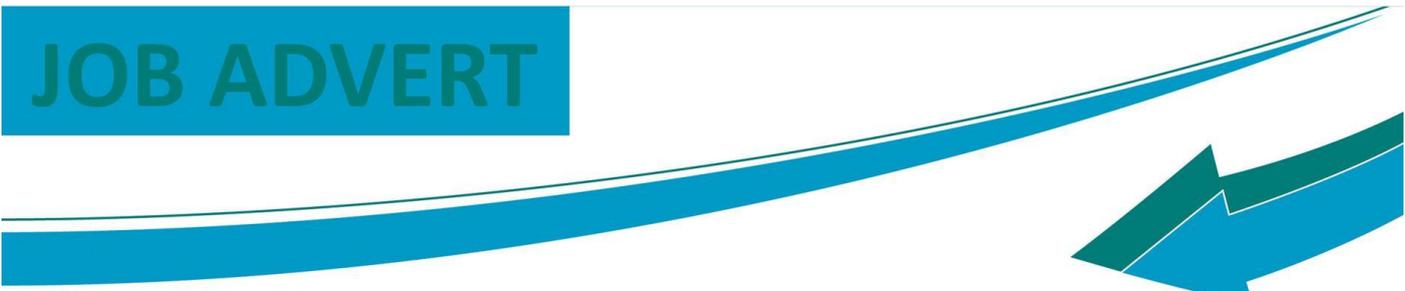


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Transport Education and Training Authority
Corporate Services Unit

Corporate Communications and Media Liaison Administrator (Permanent)
Randburg
Market Related

KEY PERFORMANCE AREAS:

1. Support to customers

- 1.1 Respond to stakeholders' queries within the prescribed time lines of the TETA Integrated communications strategy
- 1.2 Oversee effective and efficient flow of information to and from the Marketing & Communications Office
- 1.3 Provide media liaison and journalism support to all units and chambers
- 1.4 Maintain and build relationships across all areas of the business

2. Support to the division

- 2.1 Coordinate and organise all administration for the division
- 2.2 Coordinate an updated media database and schedule appointments for management to meet with key media stakeholders.
- 2.3 Ensure accurate capturing of requisitions on the relevant TETA procurement systems
- 2.4 Ensure thorough and concise motivations are written in support of each activity to be undertaken by the division

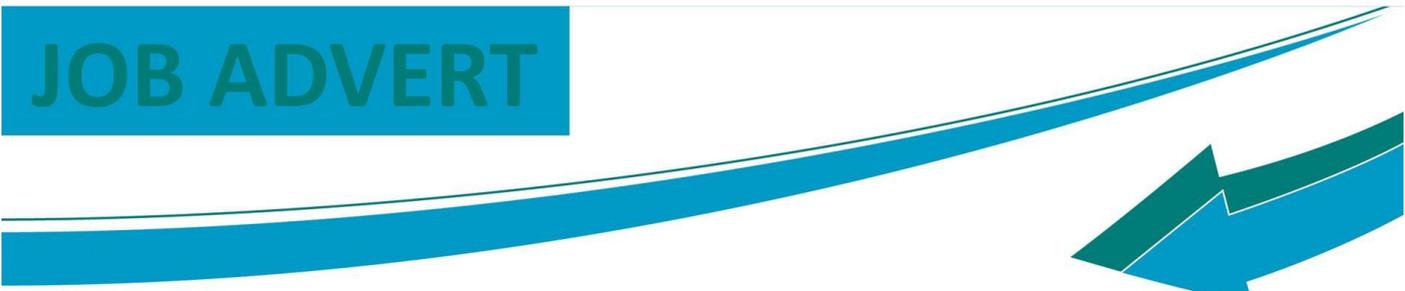
3. Corporate Communications

- 3.1 Coordinate and administer all internal communications
- 3.2 Provide support in the administration of the TETA social media platforms (Facebook, tweeter, LinkedIn)
- 3.3 Administer and maintain TETA intranet, support all business units with uploading, content editing and document sharing
- 3.4 Maintain and coordinate the updates on the TETA website
- 3.5 Coordinate and administer branding and marketing materials
- 3.6 Assist the Officer with coordination and publishing of the newsletters
- 3.7 Corporate documents drafting, editing and proof reading

4. Coordination of events

- 4.1 Coordinate the development of the annual calendar for all media related activities including media coverage of events such as launches, graduations, placements, launches, partnerships, MoU signings, and special events
 - 4.2 Create event related communications including; invitations, adverts, delegate packs, programmes and briefing documents etc. all within CI guidelines
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- 4.3 Undertake research, venue visits and administration
- 4.4 Coordinate all administration relating to media breakfasts, press conferences and press briefings
- 4.5 Manage delegate registrations before and on the day of the event
- 4.6 Liaise with agencies and suppliers ensuring value for money and excellent service
- 4.7 Coordinate and consolidate all monthly reports for the unit inclusive of media schedules, upcoming events schedule and media monitoring feedback.

5. Document Management

- 5.1 Electronic filing of all documentation for easy retrieval
- 5.2 Manual filing of all documentation for easy retrieval
- 5.3 Ensure an accurate and efficient filing system for all corporate communications and marketing activities undertaken by TETA

6. MINIMUM REQUIREMENTS:

6.1 Experience & qualification

- M + 3 qualification in Marketing/ Communications/Public Relations or relevant qualification
- 3 years' experience in a corporate communications/public relations or media liaison environment.
- Photography and Videography background will be an added advantage
- Valid driver's licence code 8 or 10
- Candidate must be willing to travel, work weekends and long hours

6.2 Knowledge and Skills

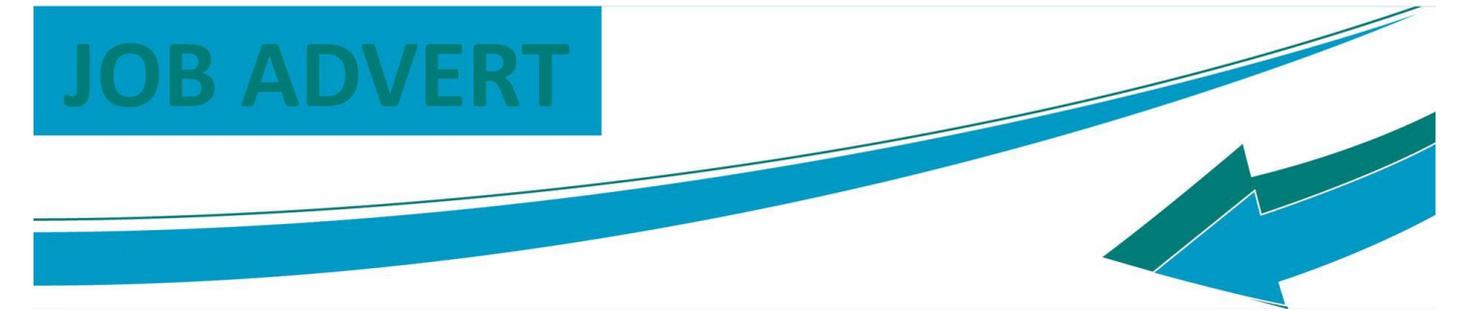
6.2.1 Knowledge

- South African Media Environment
- Sound understanding of integrated marketing communications
- Sound understanding of the journalism code of conduct
- Sound knowledge of events management process
- Project management knowledge

6.2.2 Skills

- Journalism skills
 - Content editing and proof reading skills
 - Business communication writing skills
 - Good Communication and Organisational Skills
 - Teamwork / Cooperation (within and across units and chambers)
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- Computer skills including: MS Word, MS Excel, MS PowerPoint; MS Outlook, Adobe InDesign and Publisher
- Good Interpersonal skills
- Decision making skills
- Analytical, problem solving and critical thinking skills
- Graphic design skills
- Planning, monitoring and reporting skills

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to recruitment@teta.org.za. All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Monday, 28 December 2015.

Should you not hear from us within 21 days of the closing date, kindly consider your application as unsuccessful.

