



## INFO PERSONNEL

E-mail: [infopers@mweb.co.za](mailto:infopers@mweb.co.za)

Address: 40A Heystek Street, Rustenburg



Info Personnel has the following positions available on behalf of a large local organisation. The organisation is an equal opportunity employer and preference will be given to individuals who add diversity to the organisation.

### COMMUNICATIONS SPECIALIST

**Total Remuneration Package: R500k p.a Negotiable**

Responsible for assisting in the development of communication strategies and the implementation of such strategies, programmes and plans that will lead the organisation's activities towards achieving its strategic goals.

#### Key Performance Areas:

- Formulate and implement communication strategies and policies for the organisation and provide advice on these strategies.
- Establish effective communication between the organization and its clientele.
- Maintain and update the calendar and schedule of events and provide accurate info on the website.
- Plan, prepare and distribute all electronic and print communication for publication. Report on business performance.

#### Technical Skills and Knowledge:

- Knowledge of principles and practices of local and regional economic development.
- Knowledge of communication principles, strategies and techniques.
- Understanding of the trade and investment promotion and economic development environment and investment trends.
- Ability to develop an integrated communications strategy.
- Excellent written and oral communication skills and presentation skills.
- Ability to think laterally and influence outcomes through innovative approaches.
- Ability to read, analyze and interpret data/information.
- Familiarity with IPA Best Practices.
- Excellent computer literacy.
- Above average business acumen – understands business implications of decisions.
- Cost Consciousness – works within approved budget and develops and implements cost saving measures.

#### Attributes:

- Ethical behavior that is beyond reproach.
- Attendance/Punctuality.
- Completes administrative work/tasks correctly and on time.
- Proven ability to work independently and be self motivated.
- Ability to work under pressure and meet deadlines.
- Commitment to task accomplishment.
- People interaction and Team Leadership skills.
- Problem solving ability.
- Excellent interpersonal skills.

#### Minimum Requirements:

- A minimum Degree in Communications. A postgraduate Degree will be an advantage.
- A minimum of 6 years relevant working experience in Communications.
- 3 years of the above work experience must be in the economic development/investment promotion environment.
- Must be registered with a relevant and recognized Professional Body.

Deadline for submissions is **29 February 2012**. Suitably qualified candidates must submit a comprehensive CV along with copies of qualifications, ID document and driver's license to the above email address.

For more information please contact Vanessa at:

INFO PERSONNEL

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