



**Post:** Assistant Communications Officer  
**Reference:** ACO/RTIA/2018  
**Salary:** R 183 558.00 pa (Basic Salary)  
**Term:** 12 Months Fixed Term Contract

**Requirements:** \* National Diploma or B Degree in Marketing/Public Relations or relevant qualification \* Minimum of two (02) years relevant experience in communications environment \* Proficiency in English \* Driver's licence will be an added advantage.

**Required competencies:** \* Advanced computer literacy skills \* Ability to manage internal and external communication \* Excellent communication skills (verbal and written) \* Ability to provide administrative support \* Compilation of project reports \* Record management.

**Duties:** \* Execute and support all internal events particularly events and activities that require the full support and participation of all staff. \* Work with Human Resources Unit to promote internal activities that support family values for employees \* Manage stakeholder database for the Communication Unit \* File and distribute all internal publications \* Facilitate communication among operational units through available platforms of communication \* Communicate and disseminate relevant information to all internal stakeholders \* Monitoring news daily and weekly \* Assist internal communication officer with follow-ups and ensure that emails from [info@rtia.co.za](mailto:info@rtia.co.za) are responded timeously and updates are made on intranet and website \* Perform administrative duties for the Communication Unit and assist the Head Communication and Publications to manage the unit's diary \* Monitor operational unit monthly targets and keeping track of expenditure invoices from SCM for all communication unit projects.

**Enquiries:** Mr K Magongwa

**Tel:** 087 285 0500

**Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.**

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to [Recruitment@rtia.co.za](mailto:Recruitment@rtia.co.za)

Please note that applications without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an equal opportunity employer and is seeking to balance the employment equity profile. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites

**Closing Date: 12 March 2018 @ 16:30 pm**



**Post: Marketing Specialist**  
**Reference: MS/RTIA/2018**  
**Salary: Negotiable**  
**Term: 12 Months Fixed Term Contract**

**Requirements:** \*National Diploma or B Degree in Marketing Management or equivalent qualification \* Minimum of three (03) years relevant experience within a Marketing field \* Proficiency in English \* Driver's licence will be an added advantage.

**Required competencies:** \* Project management capability \* Ability to plan and coordinate communication for the Agency brand \* Innovation \* Proven record of community leadership and participation \* Advanced computer literacy skills \* Ability to manage internal and external communication \* Excellent communication skills (verbal and written) \* Ability to provide administrative support \* Compilation of project reports \* Record management.

**Duties:** \* Planning, developing & implementing an effective marketing and brand strategy & the subsequent campaigns for the Agency \* Using the full marketing mix for the Agency's marketing communications \* Manage the quality & standards of copy and branding for all marketing collateral, bids & proposal documents, presentations, external & internal Communications in all media formats including brochures, letters, emails, websites & social media \* Recommend creative, unique & effective selling techniques based on researched market analysis \* Manage & monitoring ongoing expenditure spend against the budget, keeping accurate records & highlighting where variances occur \* Collate & analyse information on the current markets & advise the Agency on the market behaviour & and future buying trends \* Provide accurate & timely forecasts through utilising appropriate outsourcing tools and processes, and maintaining relevant information on prospective Clients \* Identifying new growth opportunities by market segments \* Developing effective marketing and brand management strategies, organisational objectives into material communication and engagement operational plans across a range of different platforms \* Writing, editing, proofreading and general content development.

**Enquiries: Mr M Mkalipi**

**Tel: 087 285 0500**

