

## CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

### Corporate Communication Practitioner

#### About the job:

The CSIR has a vacancy for a **Corporate Communication Practitioner** in the Strategic Communications and Stakeholder Relations portfolio. The incumbent will support the strategic communication strategy by implementing corporate communications initiatives and projects, and contribute towards a responsive Brand and Corporate Communications Strategy. This position is based in Pretoria.

#### Key responsibilities:

- Support the Corporate Communication Manager to write and package organisational content for external audiences i.e. Parliament, the Department of Science and Technology, tertiary education institutions, state-owned enterprises and private sector groupings;
- Compile and execute communication action plans for specific research and development support portfolios in line with the Strategic Communication strategy;
- Write and adapt text for public consumption in the total spectrum of communication mechanisms, including the website and external publications targeted at trade, youth and science community;
- Provide corporate communication support to the Licensing and Ventures office;
- Commission photography and oversee design/packaging/production of specific marketing material;
- Manage and implement targeted corporate communications projects in line with the Strategic Communication strategy;
- Ensure alignment and engagement with the events team for corporate communication specific events/activities requiring event support;
- Conduct various interviews across the CSIR for relevant targeted stories and also be responsible for photography;
- Support the Corporate Communication Manager to produce CSIR relevant and targeted presentations;
- Manage multiple projects from concept through to completion;
- Provide support to the Brand and Corporate Communication Manager in compiling reports;

## Qualifications, skills and experience:

- A Bachelor's degree or equivalent in communication or journalism with at least five years' experience in corporate communications;
- Experiential knowledge of the National System of Innovation;
- Project management skills and a proven ability to work across functions within an organisation is essential;
- Good understanding of interactive communications and processes, design elements, as well as industry best practices;
- Proficient in written and spoken English;
- Ability to interact with staff at all levels of the organisation;
- Good knowledge of web design;
- Solid understanding of brand management;
- The ability to engage with stakeholders from all levels;
- Ability to stay abreast with trends in the field of branding and using best practice to strengthen the CSIR brand;
- Have a good eye for detail and how the brand will find expression in all communication interventions;
- The following skills are essential:
  - Good office management and organisational skills;
  - Good interpersonal skills, including relationship and conflict management;
  - Excellent writing skills;
  - Good time management skills and adherence to deadlines; and
  - Strong computer literacy and proficiency in all key software packages and web-literacy.

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto:jobapplications@csir.co.za) with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Corporate Communications Practitioner: Reference No: 307957)**

**Closing date: 06 April 2017**

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

For more information, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at [Recruitmentinfo@csir.co.za](mailto:Recruitmentinfo@csir.co.za)

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***