

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.

In-service Training: Public Relations and Marketing (Six month contract)

About the job:

The CSIR has an **In-service Training** opportunity at the International Convention Centre (ICC). The programme aims to expose students to the work environment and provide them with workplace experience required to fulfil their qualification. This position is based in Pretoria.

About the centre:

The CSIR ICC is a dedicated, purpose-built convention center catering for the medium-sized convention market hosting over 600 local, national and international conferences and other types of events annually.

Key responsibilities:

- Source photographer/s to take pictures and maintain stock of images of the Centre to be used in marketing material;
- Source suppliers for marketing and public relations material;
- Maintain brand catalogue and assist with maintaining record of all advertising and press coverage;
- Plan and implement events and other promotional activities;
- Prepare exhibition stand for trade shows;
- Monitor and manage brand application and compliance on all material visible to clients (this includes food station signage, departmental documents, venue signage and email signatures);
- Keep record of advertisements and check proofs;
- Maintain library of copies of industry publications;
- Maintain and update content of ICC website and third party internet adverts;
- Come up with creative posts for ICC social platforms, Facebook, Twitter, etc.;
- Source information on publications for advertising;
- Maintain database and provide report as input to marketing and sales plan;
- Create awareness of industry trends and innovative marketing methods to contribute to marketing & sales plan e.g. social network e-Marketing;
- Assist team members to conceptualise and write a press release;
- Assist in conceptualising and implementing CSIR projects;
- Assist team members with media monitoring for ICC mentions, monthly stock taking of marketing materials and internal communication. (e.g. update canteen bulletin boards regularly).

Qualifications, skills and experience:

- Currently enrolled for a three year qualification in marketing or public relations management (must have completed two years' theoretical component of the qualification);
- An outstanding academic record for the two years of study;
- Strong interpersonal skills;
- Ability to work flexible hours in a dynamic environment;
- Knowledge of marketing in the conference industry's environment will be an advantage;
- Computer skills (Microsoft Office);
- Language proficiency (English spoken and written);
- Ability to pay attention to detail and accuracy;
- Good understanding of brand applications;
- Ability to multi-task and work under pressure;
- Good time management skills.

All applications must be accompanied by the following documents:

- Motivational letter
- CV
- Academic records

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(e.g. John Smith: Job title: Reference No: 308015)**

Closing date: 26 April 2017

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

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at 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.***