

UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: REGISTRAR
STUDENT AFFAIRS AND REGIONAL SERVICES
EASTERN CAPE REGION
PUBLIC RELATIONS INTERN
1 YEAR INTERNSHIP X1**

(Ref: ECM&C/INTERN/SM2020)

The purpose of this Internship opportunity is to expose students on the following areas:

1. Research: This involved daily scanning (press clippings); and environmental scanning
2. Planning and advising: This involves attending planning and progress meetings
3. Management of Media Relations: This involves drafting media invitation and media briefs. Regular updating a database of media of contacts (media list)
4. Writing: Assist in writing articles for intranet and internal newsletter
5. Attend career exhibitions
6. General administration duties in the unit

Minimum Requirements:

- Third-level Public Relations: Student registered for Module: DPR3711 Work Integrated Learning

Knowledge, Skills and Abilities:

- Computer literacy in respect of Microsoft packages and the internet
- Proficiency in English (verbal and written)
- Good interpersonal skills, communication skills and telephone etiquette
- Ability to take initiative and work in a team under constant supervision
- Sense of commitment, responsibility and punctuality
- The ability to prioritise and pay attention to details
- Problem solving skills

Assumption of duty : As soon as possible

Salary : R67 630 pa

Closing date : 26 March 2020

Enquiries: 043 709 0435 Mr TL Kgaswane (Human Resources)
043 709 0405 Ms NB Gasa (Marketing & Communication)

To apply for this position, the following documents must be submitted, attention to Mr TL Kgaswane in an envelope clearly marked with the name of the position and reference, posted to East London Hub – No. 10 St Lukes Road, Southernwood, East London, 5201;

- *Curriculum Vitae*
- *Original certified copy of matric certificate and all other qualifications, **certified within the previous six months***
- *Original certified copy of South African identity document, **certified within the previous six months***
- *Certified transcript or record on an official letterhead*
- *One page motivational letter – why you should be considered for this internship*

**Hand delivered applications to be deposited in East London, No. 10 St Lukes –
Unisa Building Entrance (Security Desk)**

We welcome applications from Persons with Disabilities



All applications should reach UNISA on or before the closing date before 16:00

Correspondence will be limited to short-listed and successful candidates only. If you have not been contacted within 2 months after the closing date of this advertisement, please accept that your application was not successful.