

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/SM2021)

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 : 24 March 2021

Enquiries: Mr TL Kgaswane (Human Resources) (043) 709 0437
Ms NB Gasa (Marketing & Communication) (043) 709 0405

Applications can be emailed to Kgaswlt@unisa.ac.za

To apply for this position, the following documents must be submitted,

- *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*
- **UNISA is not obliged to fill an advertised position.**

- **Late applications will not be considered.**
- **Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.**

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

We welcome applications from Persons with Disabilities



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.