



5 Cascades Crescent, Cascades Office Park, Montrose, KwaZulu-Natal, Pietermaritzburg, 3202  
Tel: 033 347 8600, Fax: 033 347 0913, info@ada-kzn.co.za

## **Marketing & Communications Specialist**

**Contract-3years**

**Ref number (ADA 2019/02/04)**

### **Minimum Requirements:**

A relevant Degree/Diploma in Communication & Marketing, or related field of study. Minimum 4 years appropriate working experience. Experience in the facilitation, developing and management of marketing strategies. Knowledge and experience in the implementation of the Batho Pele principles. Networking with stakeholders and report writing skills. Experience in planning and coordinating big events. Experience in delivering publications of a high standard in English and isiZulu. Knowledge of relevant legal prescripts. A valid driver's licence.

### **Key Performance Areas:**

- Provide advice to the Agency and the Board on communication and marketing issues and make recommendations on business decisions.
- Responsible for the brand identity and brand positioning of ADA.
- Developing a marketing and communication strategy, coordinating and implementing programmes to enhance ADA's profile.
- In collaboration with Planning, Monitoring and Evaluation - coordinating all publications for ADA, e.g. newsletters, strategic plans, annual reports, etc.
- Developing business plans and budgets that will be used to leverage financial resources from government and the private sector.
- Identification and implementation of specific strategic communication and marketing initiatives alliance partnerships.
- Working closely with key departments to implement and evaluate effective communication and marketing programmes.
- Liaison with the Legal & Corporate Services, Chief Executive Officer, the Board and government departments.
- Manages day to day relationships with various stakeholders.

**Agribusiness Development Agency is an equal opportunity employer.**

### **Note:**

- All applicants are subject to the signing of performance agreement;
- ADA reserves the right not to appoint any applicant to the above position.
- Applications must be submitted in the following manner :
- A covering letter indicating the reference number and the post that you are applying for, together with a brief motivation

- A Comprehensive Curriculum Vitae ( Previous experience must be comprehensively detailed and originally certified copies of qualifications)
- Failure to submit the requested documents will result in the application being disqualified.
- Full names, addresses and telephone numbers of three work related referees.
- If you are applying for more than one post, please submit a separate application for each post.

**Enquiries: Mr T Duze      (033) 3478600      closing date: 22 February 2019**

**Forward your applications, stating the relevant reference number and the name of the publication in which you saw the advertisement, for attention of Ms. N Ngubane, Agribusiness Development Agency, Private Bag x01, Montrose, Pietermaritzburg 3202 or hand deliver to No 5 Cascades Crescent ,Cascades Office Park, Montrose, Pietermaritzburg.**

*Should you not hear from us **8 weeks** after the closing date, please consider your application unsuccessful*