

WE ARE **HIRING**

GRADUATE TRAINEE CORPORATE AFFAIRS

PURPOSE: The Graduate Trainee Corporate Affairs is an on-the-job training role wherein the incumbent receives coaching and mentorship from the Corporate Affairs Manager with a view towards producing a well-polished, confident and experienced professional upon completion of the program.

KEY AREAS OF FOCUS

- Stakeholder Management – liaising with foreign and local investors, communicating with government departments and international organizations
- Information dissemination to and from foreign corporates and diplomats
- Events management – coordinating corporate functions
- Management of print and social media platforms
- Corporate messaging, branding and image management
- Report writing

QUALIFICATIONS, SKILLS AND EXPERIENCE

- A Bachelor's Degree in Public Relations, Journalism, Marketing, or related field in the upper second division (2.1) or better
- Excellent written and oral communication skills
- Ability to maintain confidentiality
- Must be well groomed
- The successful candidate must be a confident teamplayer

To **apply** access this link <https://bit.ly/3CNBF6V> using your Gmail account. The position remains open until filled.

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