



RUSTENBURG GIRLS' JUNIOR SCHOOL

MARKETING AND COMMUNICATIONS OFFICER

Rustenburg Girls' Junior School, a prominent all-girls school in the Southern Suburbs of Cape Town, is looking for a Marketing and Communications Officer to grow the school's positive relations and image. They should be confident, approachable, creative and flexible. They should also be willing to work irregular hours and weekends when required.

Closing date for applications: **9 March 2021.**

Employment commencement date: **1 May 2021.**

Educational requirements:

- Bachelor's degree in Marketing/Communications or equivalent

Experience:

- Successful prior experience in a school and/or fast-changing cross-cultural environment in a marketing/communications role
- Financial experience including fundraising and budgeting

Skills:

- Able to use GSuite for Education and its associated Google tools as the preferred method of communication internally and externally
- Proficient in at least 2 of the following languages: English, Afrikaans, isiXhosa
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Excellent verbal and written communication skills
- Excellent presentation and public speaking skills
- Strong analytical skills
- Problem solving skills
- Time management and organisational skills

Responsibilities (not exhaustive):

- Promote and market the profile of the school by developing and implementing an effective **marketing and communications strategy/plan**
- Execute **Educational Public Relations** in planned and systematic management function to help improve the programmes and services of an educational organisation
- **Promote** the school's activities and reputation within the surrounding community and amongst stakeholders
- Improve **internal communication tools** for staff, parents and learners as well as **external communication** on behalf of the school
- **Maintain good relations** with the alumnae, community, corporates and media
- **Facilitate and support** the Principal, SGB, and School Management Team in all activities relating to the **procuring and management of funds** for the purpose of funding school projects, with a specific focus on the bursary fund
- Understand and communicate the **importance of transformation** in a traditional school environment

Application process:

Please complete the following [Application for Employment](#)

Email your CV with cover letter, certified qualifications and at least 2 references to the Principal, Mrs Petersen, at staffposts@rgjs.org.za.

**RUSTENBURG GIRLS' JUNIOR SCHOOL IS COMMITTED TO PROVIDING EQUAL OPPORTUNITIES
AND PRACTISING AFFIRMATIVE ACTION EMPLOYMENT.**