



## GRAIN SA GROUP OF ENTITIES

The Grain SA Group of Entities' mission is to ensure and grow a credible and sustainable voluntary and inclusive grain producers' organisation that drives the mandated strategic actions. By striving to build trust and relationships through respectful interaction, we create an enabling and caring environment for passionate, dedicated and knowledgeable individuals to grow and enjoy serving the organisation and influence the broader food chain.

The organisation would like to appoint a suitable, qualified person in the following position:

### **COMMUNICATIONS & PR ASSISTANT – PRETORIA**

The incumbent will be responsible for administrative duties and support services to the Communications and Public Relations department. Key Performance Areas of the position includes, but are not limited to:

#### **Communication:**

- Assist with weekly inter-departmental information gathering & news roundups.
- Timeous communication dissemination to external target audiences on various channels.
- Writing of ad-hoc articles for organisation's publications.

#### **Communication Channels:**

- Monitor, interact & responding on various social media channels.
- Content creation for social media channel's posts.
- Support on all media channels.

#### **Media Liaison & Monitoring:**

- Build, update and maintain media lists and database.
- Support media outreach and identify stories/angles trending within the agricultural sector.
- Monitor media mentions daily.

#### **Event Management:**

- Assist with event coordinating, RSVP management and follow-up for all Grain SA Events.
- Administrative support to Congress, NAMPO-shows, DOC, Grow for Gold, Grain Producer of the Year, Imbizo's & Farmer's days - as and when needed.
- Event member enquiry support.

#### **Image, Branding & Corporate Identity:**

- Administrative support to all marketing & promotional procurement and supplier liaison.
- Monitoring of general organisational branding & corporate identity usage and display.
- Preparing marketing support packs for regional meetings.

#### **Marketing Administrative Support:**

- Issuing of purchase orders and maintaining departmental administrative trials.
- Updating and capturing of event attendance lists.
- Administrative support with regards to venue & refreshment procurement, bookings, and travel & accommodation arrangements.

- Administrative support to all marketing & promotional procurement and supplier liaison.
- Obtain approvals & monitor all branding and promotional items prior to production.
- Monitor and attend to queries received from the website.
- Administer and manage branch funding process, attendance lists and process payouts.

**Various other duties are included and is available on request.**

**Minimum Requirements for the Post:**

- Relevant qualification in Communications/Public Relations/Journalism on NQF 6 level with 6 months to one-year relevant practical experience.
- Computer literate in all MS Office programmes. Adobe Photoshop and Corel Design experience will be an advantage.
- Exposure to the field of communication and/or public relations
- Fully Bilingual (Afrikaans and English written and spoken language) will be a strong advantage
- Strong writing, organising and time-management skills
- Ability to work independently with strong attention to detail
- Good interpersonal and communication skills
- Code 8 driver's licence with own transport
- Able and willing to travel and sleep out

Peromnes Level: 12

**Remuneration:** The organisation will offer a competitive salary which can be structured to include a bonus savings plan, pension fund and a medical aid, in exchange for the services of the successful candidate. All remuneration packages are calculated according to the "cost to company" method.

Candidates for this position will be recruited according to the Employment Equity policy for Grain SA.

Closing date: Please send a detailed CV indicating qualifications as well as experience and references as well as certified copies of ID and qualifications not later than 10 July 2024 for attention: Lizzy Mosehla, Human Resources and Corporate Admin Assistant: [lizzy@grainsa.co.za](mailto:lizzy@grainsa.co.za)

**All applications will be treated as confidential. If you have not been contacted within 14 days of the closing date of application, please consider your application as unsuccessful.**