

Columba Leadership

Job description

Title: Communications Officer

Reports to: Head of Investor Relations

Location: Savoy Estate, Johannesburg, Gauteng.

Feb 2015

POSITION SUMMARY:

To help set the direction of internal and external communications to articulate Columba Leadership's mission.

Must be creative, innovative, strategic and results-driven.

Assist with organisational branding; and communications campaigns.

Local or regional travel will be required from time to time.

Occasional deadlines may require some evenings or weekends work.

No relocation assistance is offered for this position.

DUTIES AND RESPONSIBILITIES:

Communications Strategy, Development and Execution

- Work with the Chairman and the Head of Investor Relations to build a strategic communications plan.
- Present fresh, creative, innovative ideas.
- Develop and execute communications activities.
- Manage social media, newsletters, brochures, investor reports, e-newsletters, printed magazines, audio/video products, the Columba Leadership website.
- Work with the Head of Investor Relations to establish annual goals and performance objectives for the Communications Department.
- Formulate innovative campaigns to strengthen internal communications
- Assist with planning and execution of the Columba Leadership annual investor event.
- Perform other duties as may be assigned.

QUALIFICATIONS:

- Bachelor's degree.
- Minimum of 7 years' experience in the above.
- Proven ability, experience and success in the above.
- Good written, oral, interpersonal and presentation skills.

COMPUTER SKILLS:

- Microsoft Office – Outlook, Office 365, Word, Excel and PowerPoint.
- Experience in graphic design.
- Experience with CMS (Content Management Systems).

ADDITIONAL INFORMATION:

Columba Leadership supports a diverse workforce and is an Equal Opportunity Employer.

Driver's license and own vehicle essential.