



**MARKETING MANAGER (SL9)**  
**SALARY: R334 545 PER ANNUM (EXCLUDING BENEFITS)**  
**REFERENCE NUMBER: EEC-MM-01/2018**  
**PERMANENT**

**Minimum Requirements:** A National Diploma/Degree in Marketing or equivalent qualification. 3 – 5 years experience in Marketing or relevant field. Experience in operational management level will be an added advantage. Computer literacy. A Valid driver's licence.

**Competencies, Knowledge and Skills:** Knowledge of policies and governance environment of TVET College including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of financial management for budgeting purposes. Strategic Marketing and Communications. Planning. Presenting, planning, and organising skills. Marketing, internet and research skills. Ability to guide and manage marketing department. Ability to mentor and coach the subordinates. Strong verbal and written communication skills. Leadership, report writing and analytical skills.

**Duties and Responsibilities:** Management of Marketing Department. Promotion of College Recruitment initiatives for students. Develop, review, and implement a student recruitment strategy for the College. Management of College Communication and College events. Develop, review and implement an external Communications strategy and policy for the College. Develop, review and implement and Events Management strategy and policy for the College. Participate in the development and reviewing of College Marketing and Communication Policy and Strategies. Develop, review and implement a Marketing strategy, policies and guidelines in line with relevant legislation and College objectives. Manage and implement the corporate identity strategies of the College. Provide information to the media in promoting the College's brand, image, reputation, community and key stakeholder engagement activities. Management of the College website information. Create Student Placement Opportunities with Industry and Organisations. Compile and submit marketing related reports and supervise staff.

**ENQUIRIES:** Mr M Mathe Tel. No. (011) 730-6600.

**CLOSING DATE:** 23 March 2018 at 13:30. Applications received after the closing date, emailed or faxed applications will not be considered.

**Please Note:** Applications must be submitted on a Z83 form obtainable from any Public Sector Department/TVET College. The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer!