



a world class African city



City of Johannesburg
Johannesburg Development Agency

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Experiential Learning: Marketing and Communications Graduates

The Johannesburg Development Agency would like to appoint a recently qualified student or person on a fixed-term basis in their Marketing Department. The successful person will be a resident of the bigger Johannesburg metropolis and need not stay in the city.

During this period of learning, you will be immersed in all the marketing and communication activities of the organization. This will amongst other things involve, but not limited to the following:

- Administrative activities, and attend some meetings,
- Compiling monthly and/or periodic reports as and when required,
- Helping with the tracking of the department's progress against the scorecard,
- The interpretation of the overall marketing/communication strategy of the JDA,
- Assist in dealing with internal and external correspondence,
- Getting to know the organisation's stakeholders,
- Putting into practice some theoretical fundamentals of your chosen discipline,
- Helping with programmes aimed at improving internal systems of communication,

The successful candidate:

- You will hold a Marketing or Communication qualification,
- Have good communication skills, both verbal and written,
- Computer literate,
- You will be willing to learn and be open minded with menial tasks,
- And willingness to work extended hours on an ad hoc basis should circumstances dictate

In return, we offer:

- A commensurate stipend,
- An artistic and modern learning environment,
- Exposure to the CoJ broader strategies
- Working with professional people in the field of Project Management

If you meet the above requirements, send your detailed CV in MS Format with certified copies of your qualifications to:

E-mail: hr@jda.org.za

Closing date: 15 June 2012

Building a better city

Directors

G. Simelane (Chairperson) P. Kubu N. Lila B. Majola P. Mashiane P. Masilo D. Naidu A. Rajah W. Thwala T. Mendrew (Acting CEO)
A. Goldsmith (Company Secretary)
Registration Number: 2001/005101/07