

THE COMPANY

Our client provides Pay-TV and subscriber management services and has grown from humble beginnings into a successful business, having penetrated over 40 countries on the African continent. In recent years, our client has distinguished itself as a brand in constant pursuit of developing the most creative and innovative products, offering the most fulfilling entertainment and enriching information-sharing experiences on the continent and beyond. As a fervent believer of contributing meaningfully towards the social transformation agenda within the communities it operates, our client continues to devote an inordinate amount of time and resources to initiatives and activities that seek to enable individuals and communities. To complement the agenda and proactively manage subscriber churn, the need has arisen for an evolving and passionate individual to occupy the following position:

PUBLIC RELATIONS (PR) ASSISTANT

THE POSITION

Are you talented and stimulated by working in the entertainment industry? Do you want to start your career with a growing organisation? Our client is looking for an individual with the desire to be part of a team that will strive towards offering on point entertainment to the world. Reporting to the Corporate Affairs Manager, you will be responsible for assisting with the creation and implementation of public relations initiatives, as well as creating content for PR purposes. You will provide unconditional support to all officers in the PR division as well as ad hoc requests from the marketing department. As a pillar, you will offer the logistical and administrative support to projects for smooth execution.

If you are a highly accountable individual and administratively on top of your game in responding to the multiple demands emerging from the various projects that run parallel, this position will be exciting for you. The ability to maintain a calm and collected disposition under stressful situations whilst simultaneously displaying interpersonal objectivity, self-assuredness, maturity and amiability when engaging various stakeholders will ensure success in this position. Well versed in exercising appropriate professional protocol, the ability to relate and converse with individuals at all levels will be a key performance area. As an aspiring professional, you will be required to readily comprehend and appreciate the scope of duties and execute with confidence and proficiency.

KEY AREAS OF FOCUS: YOU WILL

- Help create and manage positive public perceptions towards our client
- Participate in brainstorming and planning sessions
- Assist in organising and hosting of events
- Ensure that the stakeholders, schools, sponsorship and other databases are up-to-date and coordinate communication platforms
- Monitor media coverage and file clippings
- Conduct research to support PR planning
- Update monthly public relations costing and manage the PR team's monthly engagement calendar
- Promote products and services through public relations initiatives
- Undertake general administrative and clerical duties

THE PERSON

Minimum requirements: You:

- Have at least an Advanced Diploma or Degree in Media, Public Relations, Communications or a relevant qualification from a recognized tertiary institution
- Have an understanding of PR and marketing concepts and practices
- Have a passion for PR and willingness to follow industry trends and current methods
- Are confident and have an outgoing personality

COMPETENCY REQUIREMENTS: YOU CAN

- Take ownership of your work and do what is required without being micro-managed
- Effectively convey information and express thoughts and facts in a verbal or written manner
- Work cooperatively and effectively with others to achieve organisational goals
- Demonstrate the ability for satisfying external or internal customers
- Tackle a problem using a logical and systematic approach
- Adapt to different and new ways of doing things
- Manage time effectively to ensure that the right time is allocated to the right activity
- Organise, plan and handle administrative matters in general

INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **07 April 2017** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV to admin6@potentia.com.na for the attention of the HR Officer. In the event that you do not receive an acknowledgement of your application within 5 working days, please contact us on 061 381 000. Kindly be advised that only Namibian candidates will be considered for this position and that all applications will be handled exclusively by Potentia. Selected candidates will be required to undertake an assessment test. **Only electronic CV's will be accepted. Our client reserves the right not to make any employment offer.**

