



**Moses Kotane  
Research Institute**

Research · Innovation · Excellence



# EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: CORPORATE SERVICES

POST TITLE: DIGITAL COMMUNICATION SPECIALIST  
(24-month renewable contract)

SALARY: R539 451,78 PER ANNUM DPSA LEVEL 10

CENTRE: Durban

REFERENCE: DCS-01/2025

**CLOSING DATE: 25 MARCH 2025**

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[www.moseskotaneinstitute.com](http://www.moseskotaneinstitute.com)

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## REQUIREMENTS:

The ideal candidate must be in possession of a Bachelor's degree in Digital Communications and Digital Marketing or any other relevant qualification (NQF 7) ■ Minimum of 3 years' experience, 2 years of which should be in the public sector (post internship/on-the-job -training/experiential learning) in the role of communications or public relations. ■ A Valid Driver's License. ■ A qualification in Graphic signing/Photography/Communications/Brand Strategy Development will be an added advantage

## ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have practical experience in: ■ Measuring the impact of Digital activities and campaigns, Writing Media Statements ■ Newsletters, Social Media Platforms. ■ Web Design and Administration, Graphic Designing, Photography, Videography, Editing, including video editing. ■ Good project management skills, with a keen eye for detail. ■ Ability to build relationships and collaborate with a wide variety of stakeholders to deliver results. ■ Ability to use social media for brand awareness and impressions.

## KEY RESPONSIBILITIES:

The successful candidate will be required to Implement the organisation's Marketing and Communications Strategy through digital marketing and social media campaigns. ■ Managing Media and Stakeholder Relations. ■ Driving Brand Visibility and Awareness. ■ Project and Events Management. ■ Analysing relevant data. ■ Metrics, writing, editing content and media statements. ■ Ensuring professional and brand compliant output of all official communication.

## DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their applications to: [recruitment@moseskotane.com](mailto:recruitment@moseskotane.com). The application clearly stating the position applied for and the corresponding reference number on the subject line must include a detailed copy of a CV, recently certified copies of (1) ID, (2) driver's license and (3) certified copies of relevant certification (not older than 6 months). Applicants are to ensure that they submit all required documentation stated above, as failure to do so may lead to disqualification of the application during the selection process.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

For any technical queries contact The Human Resources manager, Ms Mngoma at [hadmin@moseskotane.com](mailto:hadmin@moseskotane.com). Candidates who have not heard from MKRI within 6 weeks from the closing date can consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied.

Candidate may undergo assessments, competency tests and verification assessments.

The Moses Kotane Research Institute is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Institute reserves the right not to make these appointments.

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