



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA  
HEAD OFFICE**

155 Lillian Ngoyi Street  
Cnr Gerard Sekoto  
Newtown, Johannesburg  
2001

P O BOX 260483  
EXCOM  
2001

Tel: (011) 689 1700  
Fax: (086) 547 0283

[careers@numsa.org.za](mailto:careers@numsa.org.za)

**HEAD OFFICE CAREERS**

<b>Advertisement Category</b>	<b>Internal &amp; External</b>
<b>Status of Advertisement</b>	<b>Replacement</b>
<b>Status of Vacancy</b>	<b>Permanent</b>
<b>Location of Vacancy</b>	<b>Secretariat Department</b>
<b>Date of Advertisement</b>	<b>29 August 2017</b>

**NUMSA** has the following vacancy at its Head Office in **Newtown, Johannesburg**  
NUMSA invites suitably qualified candidates to apply for the following position:

**NATIONAL SPOKESPERSON/MEDIA OFFICER**

**Purpose of Position:**

Responsible for all media related issues within Numsa. Maintains strong relationships with the media institutions.

**Inherent Requirements:**

- Matric
- A journalism degree or diploma (BA Communication)
- 8 Year working experience of which 5 years must have been in the role of a spokesperson within a political environment

**Competencies:**

- High-level written and verbal communication skills;
- Strategic thinking with high-level Facilitation skills;
- Ability to remain composed under pressure;

**Responsibilities:**

- Serve as a spokesperson for Numsa and maintain source for all media contracts
- Engage in Media relations by actively managing professional relationship with the media
- Develop media, public relations and social media programs and oversee the implementation thereof;
- Create organisational literature and other forms of communications
- Copy ,edit, proofread and revise communications
- Develop marketing communications campaigns
- Research Media coverage and industry trends
- Conduct extensive media outreach



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- Prepare briefing Material
- Coordinate press interviews
- Liaising with and answering enquiries from the media, individuals or organisations
- Researching, writing and distributing press releases to targeted media
- Organising press conferences and maintaining and updating information on the organisation website.

**Closing date for applications: 04 September 2017**

Applications may be submitted to Human Resources at:

NUMSA Head Office

**OR**

P O Box 260483,

153 Bree Street, Cnr Gerard Sekoto

Excom, 2001

Newtown, Johannesburg, 2001

Fax: (086) 547 0283

Email: [careers@numsa.org.za](mailto:careers@numsa.org.za)

**Applicants please note:**

NUMSA reserves the right not to make the appointment;

The interview process is guided by the principles and objectives of Employment Equity legislation;

Only shortlisted candidates shall be invited for an interview;

Shortlisted candidates shall be subjected to a competency/skills assessment;

If you are not contacted within **fourteen (14) days** of the closing date, kindly consider your application to be unsuccessful;

Applications from persons with disabilities are welcome;