

## INTERNAL/EXTERNAL INTERNSHIP ADVERTISEMENT

Trade & Investment KwaZulu-Natal (TIKZN) is a South African trade and investment promotion provincial public entity established in terms of the KwaZulu-Natal Trade and Investment Agency Act, No. 05 of 2010.

The following internship positions are based at the **Head Office in Durban**

Internship- Communicaitons: Marketing and Communications

Ref:TIKZN/M&C/2025

### **Brief Outline of Duties:**

The Communications Intern will assist the Marketing and Communications (M&C) team in executing communication strategies, enhancing the visibility of TIKZN's brand, and supporting stakeholder engagement efforts. This internship offers an opportunity to gain practical experience in public relations, content creation, digital communications, and media relations.

### **KEY PERFORMANCE AREAS (Among others)**

1. Content development:
  - Multimedia,
  - press releases,
  - newsletters and
  - other communication materials
2. Social media management:
  - Managing and creating content for social media platforms (Facebook, Twitter, LinkedIn, Instagram, etc.).
  - Planning and scheduling posts to align with communications strategies.
  - Knowledge of trends and best practices in digital communication.
3. Event support:
  - Assist in planning and executing events
  - Provide on-site support during events

### **JOB SPECIFICATION**


#### **Educational and /or Technical Competencies:**

- National Diploma in Communications, Public Relations, Marketing or Journalism
- Course in digital or social media marketing is advantageous.





### **PROFESSIONAL COMPETENCIES**

- Understanding of the digital marketing landscape.
- Understanding of marketing platforms and digital marketing platforms.

#### **KwaZulu-Natal Office**

-  Trade & Investment House, 1 Arundel Close  
Kingsmead Office Park, Durban 4001  
South Africa
-  PO Box 4245, Durban 4000, South Africa
-  + 27 (0) 31 368 9600

#### **Gauteng Office**

-  Financial Place, 99 George Storrar Avenue  
Groenkloof, Pretoria 0181
-  +27 (0) 12 346 4386/6763
-  +27 (0) 12 346 4774
-  info@tikzn.co.za
-  www.tikzn.co.za / www.exportkzn.co.za



**DIRECTORS:** R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)

- In-depth knowledge of various social media platforms.
- Creative writing ability.

#### **PERSONAL ATTRIBUTES**

- Good interpersonal and communication skills.
- Computer literacy at an intermediate level.
- Proficiency with the Microsoft Office suite, specifically Excel.
- Ability to aspire to a culture of service excellence.
- Proactive and eager to learn.
- Creative thinker with problem-solving abilities.
- Professional demeanour and ability to maintain confidentiality.

#### **Equity Statement**

We are committed to Employment Equity when recruiting internally and externally and will ensure our recruitment process is in line with achieving our Employment Equity goals.

**Closing date: 21 February 2025 @ 23h59.**

Applications can be submitted to [vacancies@tikzn.co.za](mailto:vacancies@tikzn.co.za).

TIKZN subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to competency assessments and security vetting as part of the selection process.

**NB:** Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.