

Where the World meets Africa



Durban ICC (SOC) Ltd is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The Durban ICC is one of the most advanced conference facilities in the world, having been voted Africa's Leading Conference Centre by the World Travel Awards 17 times.



AFRICA'S LEADING MEETINGS AND CONFERENCE CENTRE - AS VOTED BY THE WORLD TRAVEL AWARDS

**COMMUNICATIONS GRADUATE
TWELVE MONTHS PROGRAMME**
Internal / External
SALARY: R3 500.00 PER MONTH

The Durban ICC is calling for suitable candidates to apply for the position of Communications Graduate. The incumbent will be responsible for the efficient and effective delivery of written news, reports, press releases, speeches, letters, featured and advertorials for the Durban ICC and publications by conducting research, attending meetings, compiling reports and conducting interviews as directed by the Corporate Affairs Manager.

Minimum Qualifications and Requirements

- A relevant tertiary degree or equivalent NQF level 6 qualification (Journalism Diploma, and or B Tech Degree in Journalism).
- Computer literacy (Microsoft Word, Excel, PowerPoint & Outlook).
- Excellent command of English is essential.
- Ability to write press releases, news articles, speeches, taking videos and photographs.

Key deliverables

- Produce news, press releases, features, letters, speeches, reports, take photographs and videos for Durban ICC publications and website.
- Delivering written copies that are thoroughly researched, error free, accurate, newsworthy and in accordance with the brief.

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+27 (0)31 360 1000 sales@icc.co.za www.icc.co.za DurbanICC @DuraanICC @DurbanICC

AFRICA'S LEADING CONVENTION CENTRE

Durban International Convention Centre
N. Langa, N. Makela, V.G. Mashinini, S. Naidoo, B. Ndamase, S. L. Ntuli, L. E. Rakharebe, M. A. Rambally
Durban ICC (SOC) Ltd • Reg. No. 1992/005887/30



- Meeting deadlines timeously.

Attributes

- Excellent communication skills.
- Fluency in business English both written & verbal.
- High tolerance for working under pressure.
- Confidence in dealing with clients and service providers.
- Must have excellent attention to detail with a proven track record for delivering high quality work.
- Must be self- motivated.
- Must be a team player.
- Able to work early and late shifts.
- Able to work weekends and public holidays.
- Assist with any other tasks as requested by management as and when required.

APPLICATIONS

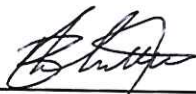
The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI). Preference will be given to suitable candidates who will best assist the ICC in addressing its current transformational needs. Persons with disabilities are encouraged to apply.

Applications must reach the Human Resources Department, via e-mail: recruitment@icc.co.za

Closing date for the CV submissions is **18 June 2019**.

Applicants who do not meet the minimum requirements will automatically be disqualified from consideration

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful.



Brenden Chettiar
ACTING HR DIRECTOR

04/06/2019

DATE