

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
(COMMUNICATIONS)
LOCATION: SANDRINGHAM
POSITION: INTERN (COMMUNICATION)
PAY GRADE: STUDENT
CONTRACT TYPE: 12 MONTHS
REFERENCE NUMBER: NICD INTERN

Introduction

The purpose of the 12-month internship programme is to provide the incumbent intern with an in-depth understanding of corporate communication through the practical application of theoretical knowledge and under the supervision and guidance of an experienced specialist. The Corporate Communication Intern will assist in the various internal and external communication and -related activities with the guidance of the assigned mentor. Main activities include, but is not limited to, Website and Social media maintenance, communication distribution, communication administration and a design element.

Role Objectives

- Collaborate with cross-functional team members to develop communication for multiple platforms and increase brand awareness
- Assist with social media activities to drive engagement and increase reach; creating and posting daily updates to various channels
- Conduct research and competitive analysis on industry, infectious diseases and best practice communication strategies
- Consolidation of media liaison insights
- Support team-wide communication programs and administration
- Assist with social media analytics on a monthly basis
- Brainstorm ideas for new and innovative awareness days campaigns
- Assist with planning media events
- Assist in the coordination of organisational newsletters
- Assist in the collection and filing of research publications
- Assist in research on the latest trends in the market
- Assist with design work and production of multimedia content.

Minimum requirements

- 3 year Degree in communications, journalism, public relations or equivalent
- Ability to conduct research (online and through interviews) and develop written content based on your research
- Written and verbal communication skills
- Ability to work in a team
- Strong people skills
- Ability to manage deadlines.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, e-mail application to Recruiter1@nicd.ac.za