



## MARKETING OFFICER

Founded in 1877, Durban Girls' College is a leading independent girls' school with a proud history and a strong Christian ethos that offers an innovative, forward-looking, and relevant education for girls from Grade 00 to Grade 12.

We're seeking a Marketing Officer with graphic design and social media skills to join our dynamic marketing team! We believe in the power of creativity to narrate our story. Use your design and social media skills to create captivating marketing materials and amplify them across a variety of media channels.

The incumbent will be responsible for:

- Graphic Design
- Photography
- Copywriting
- Social Media
- Administration
- Attending marketing events

Requirements:

- A highly effective communicator with the ability to manage multiple projects at the same time.
- Highly computer literate and an expert in internet and social media with a demonstrated track record.
- Proficiency in Photoshop, Illustrator, InDesign, Canva and video editing.
- Previous experience in creating social media content, writing press releases, and creating graphic designs for print and media publications.
- Familiarity with local, national, and international education markets and trends would be an advantage.
- Excellent interpersonal and communication skills
- Excellent time management and planning skills
- A well-presented, self-motivated individual interested in working in a highly competitive environment.
- A person who understands the Christian ethos of the school.
- A person with integrity and empathy for young people.
- A Marketing or Design/Creative degree would be an added advantage.
- Two years' experience in a similar position.

The Board of Governors and Executive Head seek to appoint a suitable candidate effective 1 February 2024 or sooner. A detailed CV and letter of motivation should be submitted care of: [vacancies@dgc.co.za](mailto:vacancies@dgc.co.za) by no later than 14 December 2023.

***Durban Girls' College is not an ordinary school. We are passionate about making a difference in the lives of our girls both inside and outside of the classroom.***

Durban Girls' College is an equal-opportunity employer. An application will not in itself entitle the applicant to an interview and only shortlisted candidates will be interviewed. If you have not been contacted within 21 days of this advertisement closing, please accept that your application has been unsuccessful. Durban Girls' College reserves the right not to fill this position.

*Durban Girls' College], in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.*