

EDITOR/WRITER

GRADING: D1

Reference Number: 9912623

The Corporate Communication division of the Corporate Support Department has a vacancy for an Editor/Writer. Applications are invited from people meeting the qualifications and experience requirements set out below.

PURPOSE OF THE JOB:

To support the Corporate Communication team as well as other internal partners such as Management and Human Resources and will serve as editor for all Armscor's print and electronic publications, including but not limited to newsletters website content, intranet, broad casters, media relations material and other correspondence.

CRITICAL PERFORMANCE AREAS:

Customer/Stakeholder Perspective

- Develop, review content ideas, considering reader or audience appeal on a broad range of communications and correspondence for internal and external stakeholders.
- Research, write and edit content to ensure high quality, consistent, compelling communication content for both internal and external stakeholders, i.e. newsletters, marketing material, reports, press releases, presentations, speeches and digital communication.
- Develop and review, edit and copy-write all marketing communication material; print and electronic promotional and marketing communications.
- Ensure all marketing communication information is relevant and up to date
- Optimize effectiveness of communication by ensuring clarity and consistency in the message.
- Ensure all internal and external communication material; print and electronic comply with Armscor standard corporate branding image.
- Ensure legal and regulatory accuracy and compliance, by liaising with relevant and appropriate departments.

- Work with ICT to set and maintain standards for effective communication across the organisation.
- Identify gaps in the editorial process, template/standards and recommends / develops solutions.
- Ensure editorial accuracy of all content in Web, print, and multimedia projects.
- Maintain and develop strong market awareness to ensure that products are up to date.
- Provide an editorial support to internal stakeholders.
- Liaise with other in-house teams, writers, photographers, printers, designers and production service providers to negotiate and monitor timescales for stages in the publishing process.
- Obtain rights to use materials from other publications.
- Adhere to set deadlines.
- Render general communication support.

Financial Perspective

- Ensure stay within the budget allocated for internal and external communications material.

Business Perspective

- Support in the development and implementation of all internal and external communication material, including but not limited to strategies, policies and procedures.
- Adhere to Armscor's Processes and Procedures.
- Adhere to relevant Regulations & Legislation.

People Perspective

- Collaborate with internal stakeholder to ensure that corporate objectives are met.
- Ensure implementation of own development plan for personal professional growth.

REQUIREMENTS OF THE POSITION:

Qualifications:

- Minimum of National Diploma in English, Communications, Journalism or equivalent

Experience:

- Approx. 5 years' experience in:
 - Writing and Editing
 - Proof reading
 - Corporate communication

Special proficiency / skills:

- In-Depth Knowledge Of Communication
- Knowledge of basic design fundamentals and content marketing technology
- Grammatical knowledge in English
- Electronic and Social media
- Computer Literacy (Advance Microsoft packages i.e. Word, Excel, PowerPoint)
- Content Management
- Understand target audience

The closing date for applications is **20 September 2017**. No late applications will be considered.

To apply please email a detailed CV to Careers@armscor.co.za

NB: All applicants must indicate the job title and reference number of the position they are applying for in the subject heading.

Shortlisted candidates will be subjected to a psychometric assessment. In line with Armscor's commitment to compliance with the Employment Equity Act, preference will be given to suitable candidates from designated groups. ***Preference will be given to people***

with disabilities 