

# ADMINISTRATOR – MARKETING AND EVENTS

## MARKETING AND SALES DEPARTMENT

### BUSINESS DEVELOPMENT & OPERATIONS DIVISION

(REF:AME20006437/07/2025)

STATIONED AT WESTVILLE OFFICE

Closing date: 01 AUGUST 2025

UMNGENI WATER SERVICES (PTY) LTD

If you do not receive a reply within four (4) weeks of the closing date, please consider your application unsuccessful

uMngeni Water Services (Pty) Ltd (UWS), a wholly owned subsidiary of uMngeni-uThukela Services (UUW), focuses primarily on marketing and expanding Section 30 Commercial Services. We are looking for candidates who can drive transformation, inspire others, and deliver high-impact, sustainable results. We seek individuals who demonstrate transparency, exceptional resource management, and a commitment to excellence in program outcomes.

Suitably qualified candidates are invited to apply for the position of **Administrator – Marketing and Events** reporting to the **Manager – Marketing and Sales** whose key characteristics are mentioned below.

**Purpose of the Job:** To provide administrative support that facilitates effective internal communication, strengthens inter-divisional collaboration, and promotes alignment with the UWS brand among internal stakeholders, through the coordination and implementation of print, digital, and in-person communication initiatives.

**Key Responsibilities:** Provide administrative and coordination support for Corporate Brand Activation activities (External and Internal)

- \* Coordinate and provide administrative support for brand activation initiatives to ensure efficient planning, documentation, and execution of activities
- \* Assist in compiling content and providing administrative support for the development and production of corporate publications
- \* Social media activation
- \* General administrative activities.

**Minimum Qualifications:** Matric with Matric / Grade 12 \* Tertiary qualification with a minimum of 3 years experience will be an added advantage.

**Minimum Experience:** At least a minimum of 5 years' experience in marketing and sales /branding and events role.

**Technical and Functional Competencies:** Ability to develop brand and marketing plan; and design supportive interventions \* Advanced end user computing skills in MS Office \* Market research / marketing analysis skills \* Brand management and brand development skills \* Proficiency in written and verbal communication, including sound presentation skills \* Strong administrative and project management skills \* Knowledge of online and print publication production processes – for social media, magazines, posters, brochures, newsletters, etc. \* Ability to manage media interventions and media representatives \* Ability to design and implement promotional campaigns \* Applied knowledge of public relations, marketing, brand management and event management.

**Behavioural Competencies:** Thoroughness/attention to detail \* High energy \* Initiative • Interpersonal communication \* Planning and organizing \* Task structuring \* Deadline driven.

uMngeni Water Services is committed to the development of staff and promotes diversity, inclusiveness, and equity within the organisation. This appointment will be made in the context of the Employment Equity Plan.

Interested persons are requested to e-mail their applications, CVs and attach a copy of Identity Document and all relevant certified copies of qualifications [UWSRecruitment@uuw.co.za](mailto:UWSRecruitment@uuw.co.za) or post to The HR Manager No. 06 The Boulevard, Westway Office Park, The Boulevard, Westville, 3610 clearly indicating the position being applied for and reference number. Hand delivered applications will not be accepted. Applications without relevant certified copies will not be considered.