



WE ARE HIRING:

MARKETING AND COMMUNICATIONS OFFICER

Reference: PSSPF – MCO-2026

Location	Menlyn, Pretoria
Employment Type	Permanent
Salary	Market Related
Industry	Retirement Fund / Financial Services

ABOUT OUR CLIENT:

Our client is Retirement Fund based in Menlyn, Pretoria. The Fund is committed to sound governance, regulatory compliance and service excellence, and is seeking to appoint a suitably qualified and experienced professional to join the team.

PURPOSE OF THE ROLE:

To develop, execute and manage the Fund's marketing and communication activities to support member engagement, stakeholder trust and organisational visibility. The role creates content, manages communication channels, maintains brand consistency and supports campaigns, events and media relations. The Officer enhances member education and contributes to a positive brand experience across all platforms.

COMPETENCIES REQUIRED:

- Knowledge in campaign management and marketing principles and understanding of digital communication and content platforms.
- Understanding of Brand and Visual Identity Guidelines. Member Information and Communication Requirements.
- Understanding of Public Relations, Media and Internal Communication Methods.
- Ability to create content and copywriting. Coordination of events and campaigns.
- Skill in evaluating communication data.

The PSSPF reserves the right not to fill this advertised position. The PSSPF is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender, and disability). African, White, Coloured, Indian candidates and people with disability are encouraged to apply. All shortlisted candidates will be subjected to background checks.



DUTIES:

- **Marketing & Communication Planning Support:** Support the Manager: Corporate Affairs with communication strategy implementation, developing and executing marketing and communication plans that promote the Fund's services, initiatives and strategic objectives.
- **Digital & Communication Systems Governance:** Support the Manager in maintaining and updating digital platforms in line with governance, security, compliance and brand standards. Manage communication tools and support CRM integration with administrators to ensure accurate, secure and compliant member-data communication workflows.
- **Brand & Visual Identity Management:** Ensure brand consistency across all marketing materials, communication formats and public-facing documents. Safeguard brand elements and ensure proper application in all communications.
- **Member Education Campaigns & Stakeholder Engagement:** Coordinate member education initiatives to support understanding of Fund rules, benefits and processes. Support stakeholder engagement events and communication activities.
- **External Communications & Media Support:** Provide coordination and administrative support to the Manager in engagements with media partners and external communication service providers. Support the development of media releases, press materials and public responses.
- **Marketing & Communication Reporting:** Monitor performance of marketing and communication activities, including digital analytics, campaign engagement and member reach. Prepare performance reports for the Manager: Corporate Affairs and the Board.
- **Event Planning & Support:** Support the coordination and execution of events, including member engagement sessions, corporate events, stakeholder activations and Fund campaigns. Provide logistical and communication support to ensure successful delivery.

REQUIREMENTS:

- Diploma or Degree in Marketing, Communications, Public Relations, Media Studies or related field. Certification in Digital Marketing, Public Relations, Corporate Communications, or POPIA compliance (advantageous).
- 4-6 years in marketing, communications or public relations.
- Experience in financial services or regulated environments advantageous.

The PSSPF reserves the right not to fill this advertised position. The PSSPF is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender, and disability). African, White, Coloured, Indian candidates and people with disability are encouraged to apply. All shortlisted candidates will be subjected to background checks.



FOR APPLICATIONS AND ENQUIRIES:

Please submit your CV, letter of motivation together with certified copies of ID and Qualifications to faith@lenohlahla.co.za. Please state the name of the position you are applying for in the subject line of your email.

Should you not receive a response within four weeks of the closing date, please consider your application unsuccessful.

Closing date: 10 August 2026

The PSSPF reserves the right not to fill this advertised position. The PSSPF is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender, and disability). African, White, Coloured, Indian candidates and people with disability are encouraged to apply. All shortlisted candidates will be subjected to background checks.