



## **VACANCY**

### **Background**

As Zimbabwe's oldest and largest stock exchange, our mission is to facilitate the economic development of Zimbabwe and the SADC area. We value people who are committed, diligent and innovative to achieve this mission. You can obtain more information on: <https://www.zse.co.zw>

### **PUBLIC RELATIONS OFFICER (MATERNITY COVER)**

Reporting to the Business Development Executive, you will perform the following amongst other duties: planning publicity strategies and campaigns; writing and producing presentations and press releases; dealing with enquiries from the public, the press, and related organisations; organising and attending promotional events such as press conferences, open days, exhibitions, tours and visits; assisting the ZSE spokesmen to speak publicly at interviews, press conferences and presentations; providing clients with information about new products and services; analysing media coverage; undertaking relevant market research; day to day management of the ZSE website and social media platforms; assist with ZSE investor education activities; and support other departments where necessary.

The role is a contract until the end of 2019 and there is no expectation of renewal as it is a maternity cover.

### **Your skills and experience**

The role requires that you have at a minimum, a Business degree with a major in Communication, Marketing or Finance from a recognised university with membership to a professional marketing body being an advantage. You will be required to have at least 2 years' working experience gained within the public relations, marketing, capital markets or journalism trades. Knowledge of capital markets is a pre-requisite.

### **To Apply**

If you feel you possess the vision, energy and initiative required and are drawn by the opportunity to make a difference within a successful and innovative organisation, please submit your cover letter and CV indicating the position being applied for to: [jobs@zse.co.zw](mailto:jobs@zse.co.zw). Initial phone enquiries can be made to Mr Obert Ngwenya at 024-2886830-5.

Applications for this opportunity close at 5pm Friday, 5 July 2019. Only shortlisted candidates will be contacted.