



## **ADVERT**

### **MARKETING ADMINISTRATOR**

CONGO MUDIMU is a Non-Profit Organization registered in the Republic of South Africa under registration no. 201-004 NPO. The organization's main objectives are:

- a. To identify opportunities for social and economic development on the African continent through the facilitation of Public Private Partnership in the sectors of education, health, infrastructure and sustainable development.
- b. To mobilise funds for pre-feasibility studies and facilitate such studies.
- c. To facilitate access to quality education and sustainable mass employment on the African continent through collaboration with South Africa.
- d. To actively promote projects of national interest in various African countries and facilitate capacity building initiatives with South Africa.

One of the flagship initiative of Congo Mudimu is the raising of funds for the development of a pre-feasibility study for Project Ndjandja which aims at linking all major urban centres in the Democratic Republic of Congo by rail, thereby ensuring high mobility of its population.

Congo Mudimu is currently seeking a Marketing Administrator for Ndjandja project at its Johannesburg-based office.

#### **Responsibilities:**

Our Marketing Administrator will touch every aspect of professional communications and content marketing, and be an integral part of the core marketing team. The ideal candidate for this role enjoys all aspects of marketing, thrives on multi-tasking and has experience with trade shows, web, email and social media marketing.



- Assist in the development of multi-channel marketing projects to help increase project visibility and contributions.
- Coordination and tracking of all activities on the project, monitor established schedules, production timelines and confirm delivery.
- Assist in the creative execution of the crowd funding operation and develop marketing materials.
- Assist in the management of website content.
- Assist in the management of social media marketing.

### **Qualifications:**

- To be considered for the position, the candidate should be of a Congolese origin and must be eligible to work in South Africa. He / She must demonstrates strong attachment to the Democratic Republic of Congo
- Fluent in English, French and at least one official African language of the Democratic Republic of Congo
- Excellent presentation and report skills in both English and French.
- A tertiary qualification (degree / diploma) is desirable
- 5 years of solid and verifiable experience in administration and marketing with an established firm.
- Experience in advertising desirable
- Deep understanding of web and social media
- Driver licence is a prerequisite
- Ability to travel from time to time, nationally and internationally
- **Candidate must be of good moral character**

CONGO MUDIMU is committed to cultural diversity and gender equality. Therefore woman candidates and people with disability are strongly encouraged to apply and will be given first preference.



**How to apply:**

Please send your CV together with a one page strong motivation (stating why you believe you are the best candidate for the position) to [admin@ndjandja.org](mailto:admin@ndjandja.org). Also include salary expectation in your motivation.

More details: [www.ndjandja.org](http://www.ndjandja.org)

**Closing date of applications: 30 April 2018**