



CORPORATE COMMUNICATIONS MANAGER Midrand

The following vacancy exists and those interested are requested to apply in writing

Please note that if you do not hear from Adcock Ingram within one month of the closing date please accept that your application was unsuccessful.

Reporting to	Executive Director: Human Capital and Transformation
Job Purpose	To plan, develop and implement internal and external communication strategies in support of the corporate objectives and strategies of the company. To engage and inform internal and external stakeholders, while maintaining a positive corporate reputation.
Required Learning	<ul style="list-style-type: none">• BA Honours degree or equivalent; Journalism or Public Relations qualification an advantage.• 5 years Public Relations / Communications job experience• Investor relations experience an advantage• Experience in the pharmaceutical industry an advantage• Strong administrative and networking abilities• Computer Literacy: MS Office
Key Job Outputs	<ul style="list-style-type: none">• Internal communication strategy development and implementation including: execution through internal communications platform (e.g. plasma screens, screen savers, intranet, corporate notices, presentations); writing and publication of in-house newsletter; internal event management and PR support for marketing divisions for internal promotions.• External communication strategy development and implementation, including: media liaison; writing of press releases; speech writing; design and maintenance of corporate website; writing of statements for annual reporting and results announcements; investor and events management; preparation of presentations; annual preparation of doctor appointment diary.• All administration required for the department.
Core Competencies	<ul style="list-style-type: none">• Creativeness with excellent communication and writing skills• Diplomacy and professional interpersonal skills• Initiator with ability to work under pressure• Negotiation and problem-solving skills
Applications	Interested parties who meet the above requirements may send their CV via email to michele.smith@adcock.com . Closing date will be 18 th April 2017.