

NHBRC values and meaning

Values	Meaning
Excellence and integrity	**To be the best and deliver the best honestly.**
Commitment and accessibility	**To do work diligently and reach out to our stakeholders.**
Transparency and accountability	**To be fair and open in delivering our functions responsibly.**

EXTERNAL VACANCY

JOB TITLE: MARKETING COORDINATOR: FREE STATE & NORTHERN CAPE

CONTRACT TYPE : PERMANENT

JOB GRADE: COMPETITIVE SALARY ALIGNED TO NHBRC SALARY GRADES

REPORTING TO: MANAGER: STAKEHOLDER RELATIONS, MARKETING AND COMMUNICATIONS

LOCATION: BLOEMFONTEIN

KEY DELIVERABLES

The role of the **Marketing Coordinator** is to support and coordinate all communications, marketing and stakeholder relations activities for the province. The Individual will primarily be responsible for, but not limited to the following:

- Provide input into the development of the marketing and communications of provincial strategy and plans.
- Implement marketing and communications plan that is aligned to the provincial and strategy of the NHBRC.
- Market NHBRC's product and brand within province.
- Identify provincial marketing needs to inform marketing strategy.
- Coordinate distribution of marketing tools, including customer communication material to all stakeholders.
- Provide support and coordinate all marketing interventions for the province.
- Plan and coordinate provincial corporate events and road shows at Provincial level with approval from manager.
- Arrange a number of approved ad hoc provincial marketing activities as required such as golf days/events and exhibitions.
- Participate in Provincial Awards and functions with Central Office approval.
- Initiate, maintain and support relationships with external stakeholders in the province
- Initiate, maintain and support relationships with internal stakeholders

- Ensure that all provincial stakeholders are well informed with regards to marketing campaigns, action plans and provincial trends
- Manage and maintain the provincial home builder and stakeholder database
- Enhance customer relationships through conducting consumer education at provincial level
- Support training officers in builder training interventions
- Support in the achievement of Social Transformation targets.
- Initiate and maintain internal campaigns e.g., National Days
- Initiate and maintain external campaigns e.g., Outreach Activations
- Write articles for internal communications of Provincial relevance for all NHBRC platforms.
- Assist with content development in support of provincial events for stakeholders
- Maintain an accurate media database for the province
- Initiate and conduct media interviews related to provincial programs and activities
- Assist in reduction of wasteful expenditure.
- Implement marketing plans within budget
- Compile monthly and quarterly reports
- Initiate purchase requisition for the procurement of material for Provincial events.
- Compile and submit memos and letters

MINIMUM REQUIREMENTS:

- Grade 12
- Must hold a bachelor's degree (NQF 7) in either of the following: Communications, Marketing, Advertising, Business Administration, Stakeholder Relations Media and Cultural Studies, Social Science or Public Relations
- Must have five (5) years relevant experience
- Public Relations Institute of SA membership will be advantageous

SYSTEM SKILLS:

- Microsoft Office
- SAP

APPOINTMENT:

The above-mentioned position will be offered on a permanent basis with a Total Cost To Company package.

ENQUIRIES:

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

Mr. Jabulani Ntshani
Tel: (011) 317 0146

CLOSING DATE: 19 June 2026

APPLICATION PROCESS:

Please email your CV to **recruitment@nhbrc.org.za** with **"Marketing Coordinator: Free State & Northern Cape**" in the subject line. Applicants are informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within 1 month after the closing date, candidates may regard their application as unsuccessful.

Disclaimer: The National Home Builders Registration Council (NHBRC) will consider all applications in terms of its Employment Equity Plan. The NHBRC reserves the right not to make an appointment. Candidates will be subjected to appropriate psychometric testing and other selection instruments. In conjunction to merit on the basis of qualifications, experience and proven achievements the National Home Builders Registration Council is committed to providing equal employment opportunities for persons with disabilities and those individuals from the historically disadvantaged groups.

