



GRAIN SA GROUP OF ENTITIES

The Grain SA Group of Entities' mission is to ensure and grow a credible and sustainable voluntary and inclusive grain producers' organisation that drives the mandated strategic actions.

By striving to build trust and relationships through respectful interaction, we create an enabling and caring environment for passionate, dedicated and knowledgeable individuals to grow and enjoy serving the organisation and influence the broader food chain.

The following position is available for a **dynamic, versatile, and creative professional** to strengthen our team: This role is ideal for someone who thrives at the intersection of communication and design - balancing strong writing skills with the ability to create engaging visual content, manage digital platforms, and contribute to impactful campaigns and events.

COMMUNICATIONS AND PR ASSISTANT

Main Areas of Responsibility:

Communication & Storytelling

- Draft and edit communication material for members, stakeholders, media, and internal audiences.
- Assist with the planning and execution of communication strategies and schedules.
- Write and distribute press releases, articles, and digital content.
- Contribute to building and maintaining positive relationships with media, influencers, and stakeholders.

Design & Creative Support

- Develop professional designs for reports, presentations, social media, and marketing collateral.
- Produce and edit video content for campaigns, events, and digital platforms.
- Maintain high standards of creativity and brand alignment across all projects.

Digital & Online Platforms

- Manage content updates and user engagement on Grain SA websites (WordPress).
- Support the creation, scheduling, and monitoring of posts across all social media platforms.
- Analyse and report on communication channel performance.

Events & Campaign Delivery

- Support major industry events such as NAMPO, Congress, NAMPO Cape, NAMPO ALFA, and other flagship projects.
- Assist with media centres, branding, promotional material, and event coverage.
- Capture event content through photography, videography, and live updates.

Brand & Corporate Identity

- Safeguard consistency in branding, visual identity, and messaging across all channels.
- Coordinate promotional items, branded gifts, and marketing materials for internal and external use.

Media Monitoring & Liaison

- Track media coverage trends and prepare monitoring reports.
- Maintain an up-to-date media database and support media-related logistics.
- Assist with interviews, media days, and communication campaigns.

Various other duties are included and are available on request.

Qualifications & Experience required:

- Diploma/Degree in either **Communications, Graphic Design, Multimedia, Marketing or related fields**.
- 5-6 years' relevant experience in communication, design, or digital media.
- Computer literate in all Microsoft programmes. Proficiency in design software (Adobe Suite/Canva) and basic video editing tools.
- Experience working with WordPress and social media management tools.
- Excellent written and verbal communication skills in **English and Afrikaans**. Additional languages are an advantage.
- Knowledge of the grain industry will be a strong advantage

Key Attributes:

- Highly creative with strong visual and storytelling skills.
- Strong writing, editing, and translation abilities.
- Ability to balance multiple priorities and meet deadlines under pressure.
- Collaborative team player with a proactive attitude.
- Strong attention to detail, professionalism, and commitment to quality.
- Enthusiasm for agriculture, innovation, and communication.
- Willing and able to work overtime which may include weekends.
- Ability to travel extensively and be away from home for extensive periods.
- Valid driver's licence
- Own Transport

Peromnes Level: P11

Remuneration: The organization will offer a competitive salary which can be structured to include a bonus savings plan, pension fund and medical aid, in exchange for the services of the successful candidate. All remuneration packages are calculated according to the "cost to company" method.

Candidates for this position will be recruited according to the Employment Equity policy for Grain SA.

Closing date: Please send a detailed CV indicating qualifications as well as experience and two recent written references as well as certified copies of ID and qualifications not later than 19 September 2025 for attention: Coretha Usher – Head : HR & Corporate Services : coretha@grainsa.co.za Kindly clearly indicate in your subject heading which position you are applying for. **Applications without the required documentation will not be considered**

All applications will be treated as confidential. If you have not been contacted within 14 days of the closing date of your application, please consider your application as unsuccessful.