



FRENCH SOUTH AFRICAN CHAMBER OF COMMERCE AND INDUSTRY

Position: Internship as a Communication & Marketing Officer

Duration: 3 months internship from 19 June to 19 September 2023 (renewable up to 1 year)

Location: Sandton / Johannesburg – South Africa

Working hours: Monday to Friday 8.00 to 17.00 with one hour lunch break

The intern might be asked to attend some events that take place after hours and over weekends and it is compulsory to attend.

Internship application deadline: 27th of May 2023

Meet the FSACCI

Established in 1979, the French South African Chamber of Commerce and Industry (FSACCI) is a South African Non-Profit Company (NPC). For more than 40 years, the FSACCI has been a bridge between French and South African stakeholders at all business levels. The main mission is to promote our members and create business opportunities. We accelerate their success through networking events, business services, communication, and stakeholder engagement. The candidate will integrate the FSACCI as a **Communication & Marketing Officer**. This position reports to the General Manager and interfaces with the Head of Events, Marketing & Communication. On one hand, you will assist with the communication on our different platforms for the promotion of the events and members. On the other hand, you will have to update and optimize content and marketing material such as the e-catalogue, the brochure, the annual report, and the website.

Your responsibilities include but not limited to:

- Write and optimise content for the website and digital newsletters.
- Creating and publishing content to social media platforms and interacting with our business community (LinkedIn, Facebook, Instagram, Twitter, Linktree).
- Develop and implement effective communications activities for members, such as the “Member to Member Offers” and other tools dedicated to members.
- Seek opportunities to enhance the reputation of the FSACCI.
- Ensure consistency in terms of branding, messaging, and frequency of posting via digital channels.
- Helping the team in implementing new communication projects and ideas.



French South African Chamber of Commerce and Industry (FSACCI): Block A Inanda Business Park - 98 Albertyn Avenue | Sandton / P.O. Box 52624 Saxonwold 2132 South Africa Tel: +27 (14) 940 0083 - CK79/05490/08.

info@fsacci.com / www.fsacci.com



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Competences requirements

- 🇫🇷 At least Bachelor's degree in communication, marketing, or related field.
- 🇫🇷 Previous relevant experience in a communication / marketing role
- 🇫🇷 Ability to work in a multi-cultural environment.
- 🇫🇷 Excellent verbal, written skills, and interpersonal skills.
- 🇫🇷 Ability to engage well with our members, partners, or suppliers.
- 🇫🇷 Capacity to learn, think and act independently within a multi-task driven environment.
- 🇫🇷 Good time management and organizational skills.
- 🇫🇷 Proficient in Microsoft Office, content management, and social media platforms.
- 🇫🇷 Fluency in French would be an advantage.

Application procedure

- 🇫🇷 Citizens or permanent residents in South Africa or applicants who are legally in a position to work.
- 🇫🇷 The FSACCI is an equal opportunity employer.
- 🇫🇷 Apply by sending your CV and cover letter to info@fsacci.com before the 27th of May 2023 with the reference "2023InternCommunication" followed by your surname and name.
- 🇫🇷 The selected candidates will receive a call for an interview in 2 stages.
- 🇫🇷 The candidates that did not receive an answer by the 8th of June 2023 can consider their application unsuccessful.

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