U NOVARTIS

Communication and Patient Advocacy | People with disability learnership

Job ID REQ-10039278 Feb 04, 2025 Sudafrica

Sommario

To provide communications services and support, undertaking routine activity-specific duties in line with wellestablished procedures.

About the Role

Major accountabilities:

- Fully support company's PR strategy and support internal campaigns aligned with TAs and/or Culture Catalysts objectives.
- Work with PR agency to create and curate engaging content for internal comms and social media and run it through our approval process and platforms.
- Communicate and arrange meeting with relevant stakeholders with the aim of building relationships with media or PAGs to support C&PA function's mission and objectives.
- Create and distribute monthly newsletter
- Assist in administrative duties for the C&PA function
- Build and update media lists and databases
- Schedule, coordinate and attend various internal events that are run the comms function
- Work with PR agency to perform research and market analysis activities and company reputation and share of voice in the public space.

Minimum Requirements:

- University (degree or higher) educated, in Communications, Marketing, Journalism, or Industry relevant qualification.
- Strong desire to learn along with professional drive
- Understanding of the different social networks
- Excellent verbal and written communication skills
- Efficiency at MS Office
- Understanding of any graphic design platforms
- · Passion for the PR industry and its best practices
- Attention to details and must be able to work independently

Languages :

• English.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? https://www.novartis.com/about/strategy/people-and-culture

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Divisione **Corporate Affairs Business Unit Innovative Medicines** Posizione Sudafrica Sito Midrand Company / Legal Entity ZA01 (FCRS = DEL) South Africa **Functional Area** Others Job Type Full time **Employment Type** Early Career (Fixed Term) Shift Work No Apply to Job Job ID REQ-10039278

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