



CONSOLIDATED RETIREMENT FUND FOR LOCAL GOVERNMENT

VACANCY: Social Media and Information Consultant

1. DESCRIPTION OF VACANCY:

An exciting opportunity exists for a creative and technically skilled individual to join the Consolidated Retirement Fund for Local Government as a Social Media and Web Design Consultant.

This position is ideal for a motivated individual with a strong understanding of digital marketing, social media strategy, and website design and maintenance.

2. MAIN ACTIVITIES:

- Develop, implement, and manage the client's social media strategy across all platforms (Facebook, TikTok, YouTube, Instagram, etc.)
- Create engaging, informative, and brand-aligned content (graphics, posts, videos, and campaigns)
- Monitor engagement, respond to inquiries, and maintain positive online community relations
- Design, update, and maintain the Fund's website to ensure accuracy, accessibility, and user-friendly navigation
- Work with management to align website and social media content with communication objectives
- Track and analyse digital performance metrics, providing regular reports and recommendations for improvement
- Ensure brand consistency across all digital channels
- Support the development and implementation of digital marketing campaigns and media releases
- Stay up to date with social media trends, SEO principles, and web design best practice
- Provide detailed reporting and feedback on campaigns

3. QUALIFICATIONS:

- Matric (Grade 12)
- A relevant tertiary qualification or certification in Digital Marketing, Web Design or a related field

4. SKILLS REQUIRED:

- Ability to understand client product information and relay in a professional, understandable medium
- Strong creative and design sense with attention to detail
- Excellent written and verbal communication skills
- Proficiency in content creation, including graphic design and basic video editing
- Ability to manage multiple projects and meet deadlines
- Professional presentation and interpersonal skills
- Proactive, innovative, and driven individual with strong initiative
- Organised, efficient, and able to work both independently and collaboratively
- Analytical mindset with ability to interpret digital performance data

5. TECHNICAL KNOWLEDGE:

- A thorough understanding of the Employee Benefits industry and relevant Acts
- Solid understanding of social media management, content scheduling, and community engagement
- Knowledge of SEO principles and analytics tools (e.g., Google Analytics, Meta Business Suite)
- Basic understanding of UI/UX design principles

6. TECHNOLOGY:

- Practical experience with website design and CMS platforms (e.g., WordPress)
- Proficient in Adobe Creative Suite, Canva, and Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Familiar with HTML/CSS for website adjustments and updates

7. WORKING EXPERIENCE:

- Five years of relevant experience in social media marketing, website design, and digital communications
- Experience within a corporate or financial services environment will be advantageous
- Contactable references

8. REMUNERATION:

- A total cost to company market related salary structure including benefits is offered.

9. TO APPLY:

Applicants that meet the above-mentioned requirements, should submit a detailed Curriculum Vitae to careers@crfund.co.za by no later than 10 August 2026. Please indicate position you are making application for.

Should you not receive a response from us by 31 August 2026, accept that your application was unsuccessful.

Please note that CRF may delete or expire employment opportunity advertisements on their website at any time.