COMMUNICATION CO-ORDINATOR

(Payclass 09; One year Contract)

INFORMATION & COMMUNICATION TECHNOLOGY SERVICES (ICTS)

The Information and Communication Technology Services (ICTS) Department is looking for a dynamic, confident, articulate, and creative person to join the Communications and Training Team as a Communications Co-ordinator. The team delivers comprehensive marketing, communication and documentation services in support of ICTS's services and projects.

Responsibilities

- Assist in the production of communications materials, announcements, user-documentation and promotional items.
- Manage or actively participate in ICTS projects as required.
- Monitor, update and maintain the ICTS social media accounts
- Actively promote ICT services to UCT students
- Create attractive, striking and relevant graphic material for ICTS as required (e.g., infographics, videos, printed materials, etc.)

Key requirements

- A relevant tertiary qualification
- A minimum of 3-5 years' proven internal or corporate communications experience
- Excellent verbal and written communication skills, with the ability to create content from scratch
- Knowledge of ICT, web design and editing
- Excellent listening and presentation skills
- Excellent planning and organisation skills
- Ability to deal with pressure, cope with a large workload, multi-skill and jungle priorities
- Experience using social media for marketing and communication purposes
- Technically adept and able to use Microsoft Windows, an HTML editor, video editing tools, Microsoft 365 applications (Teams, Excel, PowerPoint, Word)
- Experience in creating marketing materials from design stage to completion
- Experience using different communication techniques and channels

The annual remuneration package, including benefits, is negotiable between R294, 596 to R500, 000, depending on experience and qualifications.

To apply, please e-mail the below documents in a **single pdf file** to: icts-jobs@uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete and not considered. Only shortlisted candidates will be contacted and will be required to undergo a competency test.

Telephone:	021 650 3012	**Website:**	www.icts.uct.ac.za
Reference number:	E23207	**Closing date:**	17 February 2023

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

UCT reserves the right not to appoint.