UCT's Communication and Marketing Department (CMD) is seeking to appoint a Web Governance Officer to work in the department's Online Communications unit.

CMD is a high-pressure, fast-paced and demanding work environment and therefore requires individuals who are organised, flexible, detail-orientated, and have an excellent work ethic. The Web Governance Officer will assist the Web Governance Working Group (WGWG), who are tasked with putting in place web governance at UCT.

Responsibilities will include servicing the WGWG, liaising between the Group, the web governance vendor and UCT subject matter experts/stakeholders, and writing and editing governance documentation.

Key requirements
- An appropriate NQF 6 or higher tertiary qualification, preferably in digital media strategy, corporate/digital governance, information systems, Library and Information Science
- At least five years' relevant or related experience
- Good writing and proofreading knowledge
- Excellent planning, scheduling and project management skills

Knowledge of the following would be advantageous
- Web governance/digital governance frameworks
- Change management
- Community engagement
- Broad but shallow knowledge of IT systems and communication/digital strategy

Responsibilities
- Servicing the Web Governance Working Group
- Liasing between the Group and the vendor
- Liaising with UCT stakeholders and subject matter experts, and between them and the Group/vendor
- Collating information provided by stakeholders and subject matter experts
- Writing/editing/proofreading web governance documentation (policies, standards, guidelines, etc.)
- Documenting UCT's social media presence and UCT websites hosted externally to the university

The annual cost of employment, including benefits, is between R358 627 and R682 513. This is a fixed-term one-year contract position.

To apply, please email the below documents in a **single pdf file** to Ms Megan White at recruitcmd@uct.ac.za

- UCT application form (download at https://forms.uct.ac.za/hr201.doc)
- One-page letter of motivation
- Two-page curriculum vitae (CV)

Please ensure the position title and reference number are indicated in the subject line of your email.

An application that does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and will be asked to do a competency writing/editing test.

Telephone:	021 650 3732
Website:	https://uct.ac.za/staff/services-facilities-communication-marketing/about-cmd
Reference number:	E23323
Closing date:	02 May 2023

UCT reserves the right not to appoint.