

NOTES

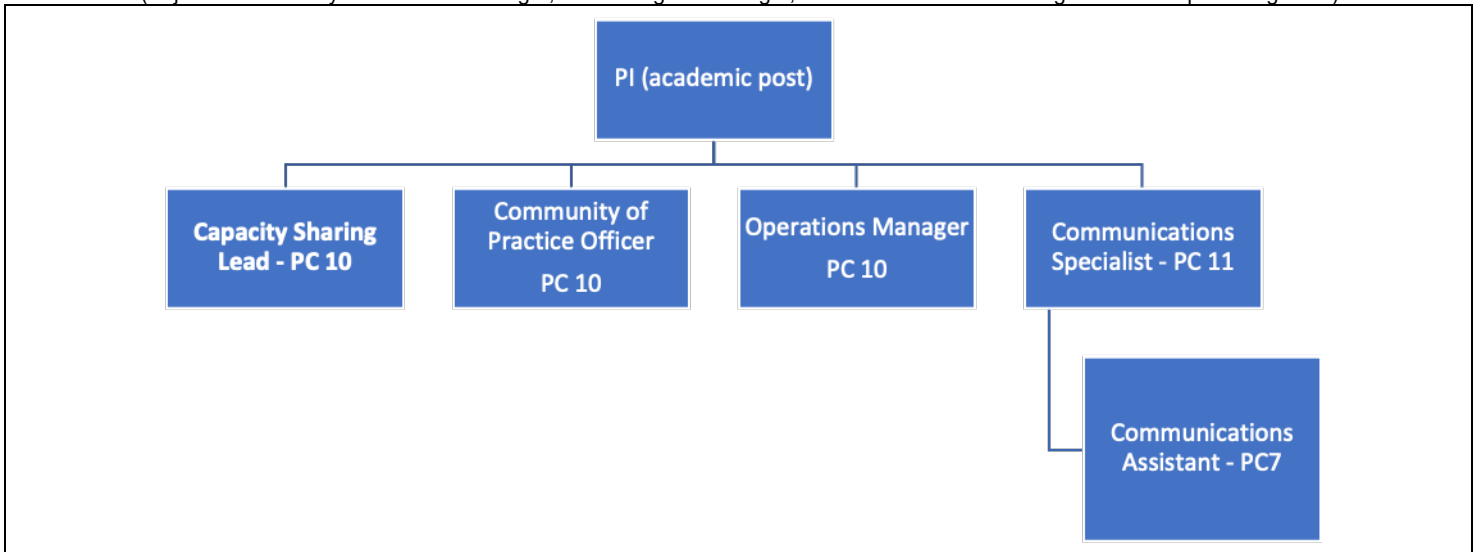
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Communications Assistant		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC07	Date last graded (if known)	28 October 2022
Academic faculty / PASS department	Faculty of Humanities		
Academic department / PASS unit	CSSR		
Division / section	-		
Date of compilation	22 August 2022		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is:

Reporting to the Communications Specialist the incumbent will assist with the Global Parenting Initiative's (GPI's) communications activities. This includes support with the outreach and planning for events; creating written, design and video content; and general help with website updating and social media.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Events	10%	Supporting the planning, audience outreach, and logistics	Events are carried out effectively and efficiently.
2	Writing and social media	40%	Writing copy for social media, internal and external newsletters, and articles. Proof-reading press releases, research, brochures, and other communications outputs. Scheduling and posting social content.	Copy is accurate and delivered on time.
3	Content creation	25%	Assisting in creating compelling content including video, brochures, logos, posters, and social media cards for web and print. Supporting the development of videos and other multimedia products.	Products are professionally delivered on time and within budget.
4	General day-to-day activities	15%	Updating website content for the GPI and SaVI, organising the internal database, tracking and consolidating research project activities and outputs, helping with onboarding new GPI members, tracking communications outputs	<ul style="list-style-type: none"> • The websites, databases, and so on, are up to date. • New staff members are familiar with communications and their responsibilities. • Communications outputs are tracked.
5	Other activities	10%	Helping the GPI and SaVI teams as needed with miscellaneous tasks as needed	Assistance is provided as necessary.
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MINIMUM REQUIREMENTS

Minimum qualifications	A university degree, in a social science, public health, or related field.			
Minimum experience (type and years)	<ul style="list-style-type: none"> • 2-3 years experience in a similar position, ideally in an academic or think tank environment <ul style="list-style-type: none"> • Experience with event planning and implementation • Experience creating and managing website content • Experience in writing social media copy for different platforms and ability to adapt writing style for different audiences 			
Skills	<ul style="list-style-type: none"> ▪ Highly organised ▪ Comfortable working in a hybrid online and in-person working environment ▪ Easily able to pivot between different tasks and priorities • Excellent written and spoken English • Pays strong attention to detail • Experienced in Microsoft Office Suite, MailChimp, Twitter, Instagram, Facebook, LinkedIn, social media scheduling software such as Hootsuite, and Youtube • Basic familiarity with InDesign, Photoshop, and PremierPro • Experience in website management and editing • Excellent time management skills • Ability to work effectively on multiple workstreams at once • Takes initiative • Can work independently and as part of a team • Clear communicator 			
Knowledge				
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Creativity and innovation	1	Planning and organizing / work management	1
	Written communication	2	Adaptability/flexibility	1
	Interpersonal relationships	1	Quality commitment/work standards	1
	Teamwork/collaboration	1	Conceptual thinking	2
	Information management	2	Initiating action / initiative	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Social media for the GPI; writing copy for communications; proof-reading copy written by others.
Amount and kind of supervision received	Reports to Communications Director.
Amount and kind of supervision exercised	N/A
Decisions which can be made	Layout and wording decisions of communications.
Decisions which must be referred	All others.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Prof. C. Ward and GPI Communications Director; also GPI Capacity Sharing Leads and Community of Practice Officer
External to UCT	Colleagues across all GPI projects globally.

