



NOTES

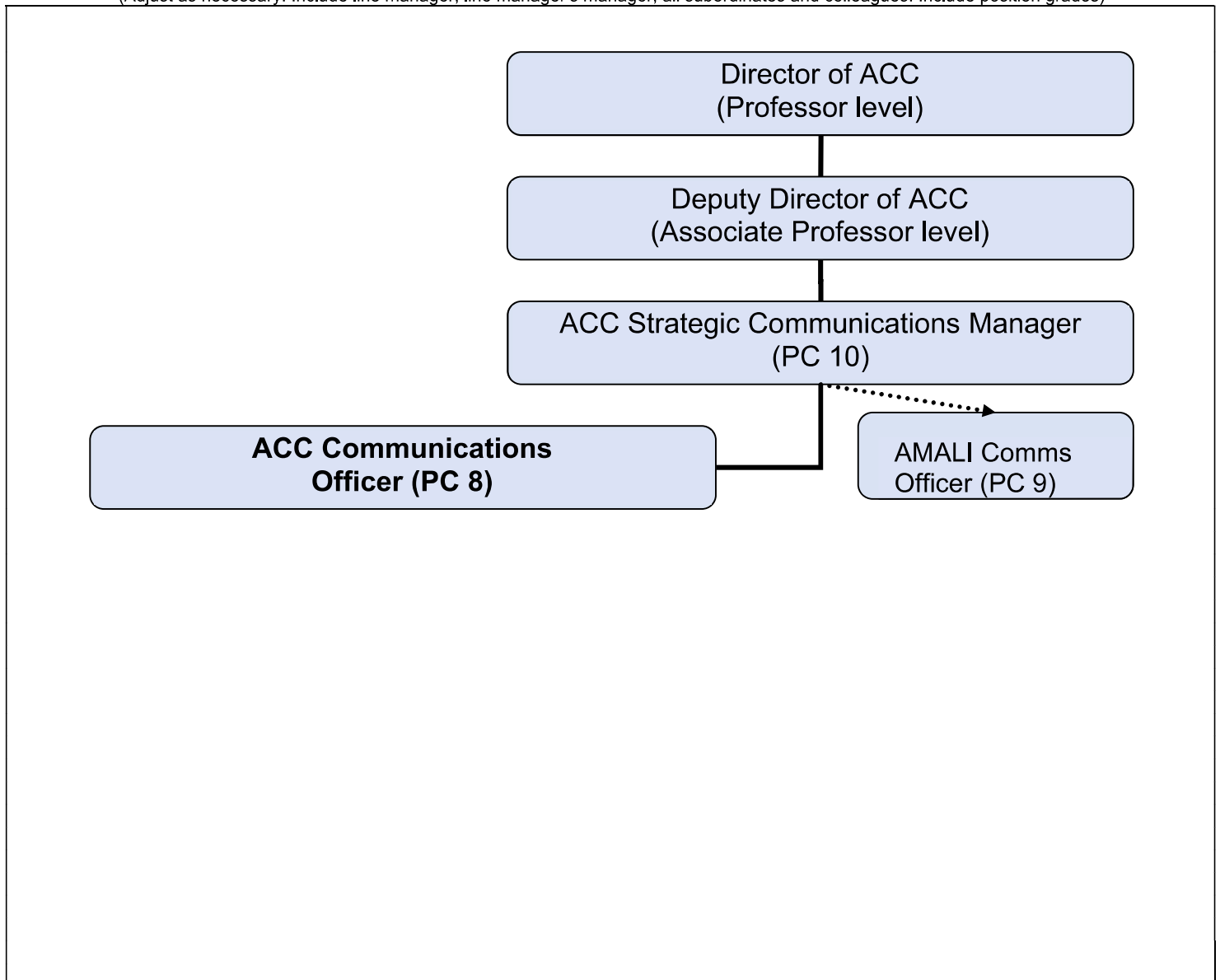
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Communications Officer		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC 8	Date last graded (if known)	
Academic faculty / PASS department	Engineering and the Built Environment		
Academic department / PASS unit	School of Architecture, Planning and Geomatics		
Division / section	African Centre for Cities		
Date of compilation	2023		

ORGANOGRAM

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



PURPOSE

The main purpose of the Communications Officer is to support the Communications Manager in the implementation and rollout of Communications strategies and plans.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 Communications	60	<ul style="list-style-type: none"> • Produce and disseminated various communications and marketing products for ACC as an institution as well as for various research projects based on communications plan developed by Communications Manager and research teams • Work with Digital Content Creator to develop digital campaigns for social media. Write content and schedule final posts • Develop and write content for weekly external newsletter and monthly internal newsletter • Contribute to website blogs, email content, internal and external articles, social media posts, internal staff newsletter, and others as needs dictate. • Update project and profile pages on the website as required • Run the recruitment campaigns for the MPhil Southern Urbanism and Masters in Sustainable Urban Practice 	

2	Events	20	<ul style="list-style-type: none"> • Work with ACC team to develop and implements regular seminar series and brownbag events • Develop content for website post, social media and posters to market event • Coordinate ad hoc ACC events including workshops, roundtables, and publications launches etc. • Coordinate logistics (speakers, venue, catering requirements and tech requirements) • Host hybrid and online events • Ensure appropriate event coverage and documentation 	<ul style="list-style-type: none"> • Well-attended (online) events evidence successful marketing • Well-run events • Effective coverage and documentation
3	Public Relations	10	<ul style="list-style-type: none"> • Maintain and grown internal communications linkages with APG, EBE and UCT • Maintained and grown media relationships to increase ACC and project coverage including various news articles, radio and TV interviews • Write press releases and media advisories 	<ul style="list-style-type: none"> • Effective internal sharing and support • Grow proactive media placement to support impact objectives • Well-crafted press releases
4	General ACC	10	<ul style="list-style-type: none"> • Attend strategic planning meeting, ACC staff meetings and other relevant events • Ad hoc involvement in ACC activities as identified by the Director or Deputy Director of the ACC 	<ul style="list-style-type: none"> • Attendance and participation at meetings

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> A suitable degree or diploma (NQF6 level) 			
Minimum experience (type and years)	A minimum of three years of relevant work experience, particularly in the research communications field.			
Skills	<ul style="list-style-type: none"> Excellent writing, proof-reading and editing skills in English Familiarity with graphic design basics, social media communication, and excellent written English for both scientific and popular audiences a plus Excellent communication and interpersonal skills. Strong organizational skills and the ability to deliver under a heavy workload with competing priorities. 			
Knowledge	<ul style="list-style-type: none"> A commitment to, and knowledge of, sustainable African urban development and social justice Understanding of research communication for varied audiences including academic, policy and popular A good network in the African media community Not-for-profit and development policy and practice experience a plus 			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	None			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / problem solving	2	Professional knowledge and skill	2
	Conceptual thinking	2	Results focus	2
	Information management	2	Facilitating change	2
	Planning and organizing / work management	2	Teamwork/ collaboration	2

SCOPE OF RESPONSIBILITY

Functions responsible for	communications,events,public relations
Amount and kind of supervision received	Line Manager is the Communications Manager of the ACC
Amount and kind of supervision exercised	Will need to work independently and will be required to manage consultants, service providers and interns/ student assistants where needs be.
Decisions which can be made	none,will work closely with the communications manager
Decisions which must be referred	The incumbant will work closely with the communications manager and should refer all decisions to the communications manager

CONTACTS AND RELATIONSHIPS

Internal to UCT	ACC academic and support staff
External to UCT	Media and suppliers

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	vacant			
Direct Line Manager/Supervisor	A Tucker	pp 