



RESEARCH VISIBILITY OFFICER

(Payclass 10; 2 --year T1 contract)

INSTITUTE OF INFECTIOUS DISEASE AND MOLECULAR MEDICINE FACULTY OF HEALTH SCIENCES

The Institute of Infectious Disease and Molecular Medicine (IDM) is seeking a Research Visibility Officer (RVO) to generate a range of high-quality written material and maintain our online presence to enhance the visibility of research conducted at the Institute. This position will also participate in marketing and branding activities, and organize events all aimed at enhancing our visibility both internally and externally. The post is available from 1 January 2024, for a 2-year T1 contract. A detailed job description is available upon request.

Requirements include:

- B.Sc in Social Sciences, Biomedical Sciences, Health Sciences or other related field (NQF level 7).
OR
- B.A in Media and Communications, Journalism or other related field (NQF level 7).
- At least 3 years' experience developing institutional/corporate/organizational/educational or research communications including copywriting/editing, promotional writing and social media experience.
- At least 2 years' experience in organizing and covering professional events.

Advantageous:

- Experience of working at the University of Cape Town or another higher education institute.
- Experience organizing research focused events such as symposia or conferences.
- Training on Drupal (WebCMS) and Everlytic.
- Postgraduate qualification.

Responsibilities include, but are not limited to:

- Writing, editing and producing research communications and marketing materials
- Web publishing, social media and multimedia production
- Organizing, hosting, and covering events

The annual remuneration package, including benefits, is negotiable between R 580 137 and R 682 513.

To apply, please e-mail the completed **UCT Application form** and all other relevant documentation as indicated on the form for the attention of Dr Christle de Beer, IDM, subject line: Research Visibility Officer Application.

E-mail: ids@uct.ac.za Telephone: +27 021 406 7666 Department website: www.idm.uct.ac.za

The application form can also be downloaded at <http://forms.uct.ac.za/hr201.doc>

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

Reference number: E231083

Closing date: 01 December 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.