



# CONTENT ADMINISTRATOR

(Payclass 08)

Department of Psychiatry & Mental Health

Faculty of Health Sciences



HIV Mental Health  
Research Unit

The HIV Mental Health Research Unit in the Department of Psychiatry and Mental Health seeks to appoint a part-time (10 hours per week) Content Administrator for an 18-month contract position. The content developer will be responsible for producing a range of high-quality written material, including news, features, and reports. The content administrator will develop content for the unit's social media platforms and websites and maintain the unit's social media platforms and websites. We invite applications from suitably qualified candidates for appointment from 1 January 2024.

### Requirements:

- BSc or a BA (honours) in Psychology or other related field.
- 2 years' experience in writing and content development, with demonstrated use and posting on social media platforms
- Verbal, written and reading fluency in English
- Ability to work well within a team
- Computing skills including familiarity with Microsoft Office, Canva, and the use of the internet
- Willingness to be flexible and assist with various tasks in the study as the need arises

### In addition to the above, the following would be advantageous:

- Demonstrable experience in science communication (i.e., publishing in lay media)
- Valid Driver's License and own reliable transport
- Verbal, written, and reading fluency in isiXhosa

### Responsibilities:

- Writing, editing, and producing content for dissemination (i.e., publishing content pieces on unit websites and local news publications)
- Producing multimedia content for publication on social media platforms
- Monitor and produce monthly reports on social media activity
- Liaising with unit staff on content development collaboration
- Providing regular updates to the Unit Director
- Assisting with various tasks as the need arises

The annual cost of employment for this part-time, 10-hour-per-week, position is R72 000.

**To apply**, please e-mail the below documents in a **single pdf file** to Lindsay Fester at [lindsay.fester@uct.ac.za](mailto:lindsay.fester@uct.ac.za)

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

P 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. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:** 021 650 4658

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E231088

**Closing date:** 04 December 2023

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UCT reserves the right not to appoint.