



ONLINE COMMUNICATIONS OFFICER
(Payclass 07; Part-Time)
African Gender Institute,
Department of African Feminist Studies
FACULTY OF HUMANITIES

The African Gender Institute (AGI) in the Department of African Feminist Studies at the University of Cape Town is seeking to employ a part time Online Communications Officer to support AGI's teaching and research programmes. The focus of work will be the maintenance of electronic management systems and social media presence that will enable a connection between the AGI and African-wide and global feminist internet spaces.

Requirements include:

- NQF 5, preferably in information and communication technology, gender studies or equivalent. Additional qualification is advantageous.
- At least two years experience in similar position and regular use of online platforms
- Computer skills, MS Word, Excel, email and basic website software
- Good interpersonal skills and ability to work well individually and as part of a team
- Experience with all major social media platforms
- Experience with website backend management and maintenance
- Knowledge of basic hardware and software trouble-shooting and support
- Knowledge of digital and offline data storage and backup of organisational documents
- Good digital and offline archiving of records and resources
- Good writing skills, especially with regard to short articles, blogs, and posts on social media

Responsibilities:

- Assistance to the Programme Manager and Project leads
- Updating websites
- Regular posts on social media
- Project websites are upgraded and updated regularly
- Electronic management systems are in place and useful for staff
- Regular digital archiving of organisational documents and resources
- Ensuring adherence to safety and security protocols for digital spaces

Preference will be given to applicants with:

- Feminist and queer theory and activism relating to technology and ICTs
- Interest in emerging ICT developments and spaces/platforms for safe sharing of data and information
- Knowledge of open-source software and community developed technology

The annual remuneration package is R224 722.

To apply, please email the documents below in a single pdf file to: karen.flowers@uct.ac.za

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

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.

Reference number: E231084

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.