



COMMUNICATIONS MANAGER

(Payclass 10; Permanent)

Properties & Services Department

We invite suitable candidates to apply for the permanent Communications Manager position. The successful candidate will be part of the Properties & Services (P&S) team, reporting to the Director: Estates & Custodial Services.

Requirements for the job:

- A relevant NQF 7 qualification (i.e., communications, marketing, journalism and related fields)
- Minimum experience: Five years of substantial and highly relevant communications experience, encompassing expertise in marketing, copywriting, and publications development.
- Skills: Excellent written and verbal communication skills.
Proven ability to research, write, edit and proof print and electronic media.
An ability to develop, nurture and manage positive working relationships and deliver excellent client service with both internal and external clients.
Ability to handle sensitive information and incorporate sound and rational judgment when resolving crises and issues.
Self-motivated with proven ability to problem solve and meet deadlines with minimal supervision.
Ability to work across multiple areas and integrate information and initiatives.

Responsibilities:

- Writing various P&S briefs, communications and ensuring key messages and projects are communicated within P&S and the university community.
- Provide policy advice to the Executive Director: P&S on communications strategy, branding and opportunities.
- Maintain relationships with external and internal stakeholders
- Develop and maintain the content and structure of the P&S website in alignment with Communications and Marketing overall web strategy.
- Manage P&S social media platforms.
- Assist directorates with graphic design, layout, brochures, conference media etc.
- Assist with P&S events, Communication and Marketing events or joint events as and may be required or prescribed by the Executive Director: P&S.

The annual cost of employment, including benefits, is between **R580 137 to R682 513 p/a.**

To apply, please e-mail the below documents in a **single PDF file** to Mr. Ian Petersen at recruitment02@uct.ac.za.

UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)

- Completed UCT Application Form
- Curriculum Vitae (CV) and qualifications
- Cover Letter

Please ensure the job title is 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 assessments and pre-screening medicals.

Telephone: 021 650 2163

Website: www.hr.uct.ac.za

Reference number: E230366

Closing date: 20 November 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.hr.uct.ac.za/hr/policies/employ_equity"

UCT reserves the right not to appoint.