



WEB AND DIGITAL EDITOR

(Payclass 09; T1 eighteen-month contract)

Communications and Marketing

Faculty of Health Sciences

The University of Cape Town's Faculty of Health Sciences (FHS) seeks a creative and technically astute individual to manage the Faculty's website and digital platforms as part of the Faculty's communications and marketing strategy.

Based in the FHS Communications and Marketing Department, the scope of the Web and Digital Editor role includes responsibility for the Faculty's corporate website and other digital accounts; website copy sourcing, development, editing and uploading; social media marketing and campaign management; digital communications, including bulk email; mid-level graphic design support to the Department, and evaluating FHSs digital presence and community engagement. This includes identifying problems and interventions to address these.

The appointment will be an eighteen-month contract, with the possibility of an extension.

Requirements:

- Minimum qualifications include a relevant NQF level 6 tertiary qualification, such as a National Diploma, in areas such as web design and digital marketing.
- Experience of working for a minimum of 3 - 5 years in communications, marketing/design for digital media, social media marketing and campaign management, and website management.
- Competencies should include a track record of applying web usability principles, search engine optimisation, website information architecture and social media product development, marketing and community engagement.
- High-level English writing skills.

The following will be advantageous:

- A good eye for design – experience in digital design and or/ architectural maintenance and development would be advantageous.
- Flexibility and willingness to work extra hours as required.
- Ability to work in a team and in a pressurised environment.
- Oral and written competency in other South African languages.
- Knowledge or experience in the health sector.
- Strong attention to detail.

Responsibilities:

- Web content management
- Web copy writing, editing & development
- Social media marketing and campaign management
- Digital communications, including bulk email.
- Mid-level graphic design for multimedia
- Monitoring and evaluation of digital presence and community engagement.

The annual cost of employment, based on 2025 rates, is R330 335 (R27 528 per month).

To apply, please e-mail the below documents in a **single pdf file, saved in your initial and surname**, to fhs-command-hr@uct.ac.za

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

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 competency and pre-placement-medical assessments.

Enquiries: fhs-command-hr@uct.ac.za

Website: www.health.uct.ac.za

Reference: E241103

Closing date: 15 November 2024

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.

Candidates with disabilities are encouraged to apply.

UCT reserves the right not to appoint.