



WRITER

(Payclass 9)

Newsroom and Publications Communication and Marketing Department

The University of Cape Town's (UCT) Communication and Marketing Department (CMD) is looking for a competent and experienced Writer to join its Newsroom and Publications unit and contribute to the delivery of excellent content on a variety of media platforms.

The successful candidate will have a portfolio of clear, concise and compelling writing on a range of subjects, and will have an excellent knowledge of journalistic best practice, ethics and judgement. An interest in, and knowledge of, South Africa's higher education sector will be advantageous.

The successful candidate will be expected to produce regular, high-quality news articles, features and reports on a wide variety of subjects relating to UCT, ranging from academic research to student life. In certain instances the successful candidate will also be expected to contribute towards publications such as annual reports, digital newsletters, brochures and other materials designed to promote UCT and its activities.

The successful candidate will also on occasion contribute to initiatives that profile the university, which will include working closely with other units within the department, including Media and Social Media, Marketing and Online Communications.

Key requirements:

- an appropriate three- or four-year tertiary qualification, preferably in journalism or media studies
- at least two years' relevant work experience in a print or digital editorial or communications environment
- demonstrable proof of quality writing about a diverse range of subjects
- proven ability to organise and coordinate multiple tasks while meeting strict deadlines
- computer skills and proficiency in appropriate software for writing and editing (MS Office)
- ability to work independently and manage workloads
- ability to work as part of a team and contribute to a good team environment and culture
- temperament to cope with a pressurised, deadline-driven working environment

The following will be advantageous:

- supporting marketing or communication qualifications
- experience in a communication environment at a tertiary institution
- experience in using digital publishing software, such as Adobe InDesign, Photoshop and related programs
- experience in using content management systems, such as Drupal, WordPress or similar
- experience in using digital asset management systems
- experience in a print publishing environment
- experience in copy editing or sub-editing

Responsibilities:

- supporting CMD's production process by writing, rewriting and compiling outstanding content that is aligned with UCT's vision, mission and strategic objectives
- appropriately researching background information to provide context for articles and features
- conducting interviews with relevant stakeholders as required
- building productive relationships with influential members of the university community, including students, alumni and staff, to provide balanced perspectives on a range of UCT-related issues
- building professional networks within the university in order to source leads for articles
- accurately editing and stringently proofreading all own copy

Given the nature of the position, the successful candidate will be required to work overtime hours on occasion.

Due to the nature of the position, the successful candidate must have their own transport and must be able to easily move between the offices of the Communication and Marketing Department and various venues on or near all UCT campuses.

The annual cost of employment, including benefits, is between **R355 670** and **R418 435**, dependent on experience.

To apply, please email the documents listed below in a **single pdf file** to Ms Abigail Dixon at recruitment03@uct.ac.za:

- UCT application form (download at <http://forms.uct.ac.za/hr201.doc>)
- One-page letter of motivation
- Two-page curriculum vitae (CV)
- Three writing samples (one unedited) of no more than 1 000 words each, preferably showing a range of writing styles, topics and mediums.

Please ensure that the position title and reference number are indicated in the subject line of your email.

An application which does not comply with the above requirements will be regarded as incomplete and will be disqualified. Only short-listed candidates will be contacted and they will be required to do relevant competency assessments as part of the selection process.

Telephone: 021 650 1673

Website: <http://www.hr.uct.ac.za/>

Reference number: E18253

Closing date: 31 July 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black South African candidates (i.e Africans, Coloureds and Indians).

UCT reserves the right not to appoint.