



COMMUNICATIONS OFFICER (RESEARCH)

(24-month contract)

FACULTY RESEARCH OFFICE & IDM DIRECTORATE

FACULTY OF HEALTH SCIENCES

The Faculty Research Office is an integral part of the University of Cape Town (UCT)'s Faculty of Health Sciences, working with the Deputy Dean of Research in delivering our research strategy, encouraging and enabling quality research, and growing the Faculty's research enterprise. The Institute of Infectious Disease and Molecular Medicine (IDM) is a trans-faculty postgraduate research institute based within UCT. It is physically and administratively located within the Faculty of Health Sciences.

The main purpose of this position is to generate a range of high-quality written material, including high-level news, features and reports, and maintain social media platforms and websites to promote the science conducted in the Faculty of Health Science (FHS), and specifically the Institute of Infectious Disease and Molecular Medicine (IDM), to enhance our research visibility.

The tasks below are based in a changing environment and the specific tasks assigned may differ in detail, but the level of responsibility and overall nature of the work will remain the same.

Requirements:

- B.Sc/ B.A in Media and Communications, Public Health, Social Science or other related field (postgraduate qualification preferable)
- Three years' experience of developing institutional/corporate/organisational or educational communications including copywriting/editing, promotional writing and social media experience.
- Excellent verbal and written English communication skills.
- Excellent computer skills, particularly Ms Word, Excel, image editing or creation software, and multimedia tools.
- Demonstrated ability to work across multiple social media platforms
- Understanding and experience of working with scientific, biomedical or health research.
- Understanding of journalistic ethics principles.
- Photography experience will be advantageous.

Responsibilities:

- Writing, editing and producing communications material on research activities
- Interviewing researchers and other relevant sources
- Attending and photographing events to be written up
- Website maintenance
- Social media activities
- Media liaison

The 2018 annual cost of employment is between R273,934 and R521,333.

To apply, please e-mail the below documents in a **single pdf file** to Jacqui Steadman at research.health@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 that does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency assessment and interview.

Telephone: 021 6501798

Website: www.hr.uct.ac.za

Reference number: E81015

Closing date: 31 October 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>

UCT reserves the right not to appoint.