



COMMUNICATIONS ASSISTANT

(Payclass 06) Six-month contract (possibility of renewal), full-time

Children's Institute, Department of Paediatrics and Child Health
Faculty of Health Sciences

The Children's Institute (CI) invites applications from recently graduated postgraduate students or soon to be graduated postgraduate students, to support its information and knowledge management.

The CI is a multi-disciplinary research unit located in the Faculty of Health Sciences. The CI has developed a successful model of social responsiveness that brings together scholarly rigour, expertise in knowledge translation, and evidence-based advocacy to promote effective policy design and service delivery.

This position is a full-time, six-month opportunity for an individual with the requisite information and knowledge management skills, and an interest in contributing their talents to advance strategic communications. There is the option to extend the contract for a further six months, if mutually agreed.

Requirements for the job:

- A postgraduate degree in, or currently studying, Library and Information Sciences or Media Studies (current students should be in the final phases of completing a Master's degree, writing up a research report or dissertation)
- Familiarity with using Microsoft Access or Everlytic, or a proven ability to quickly master a new database management system or a new program
- Intermediate Microsoft Excel skills
- Data collation and interpretation skills
- Patience and meticulousness with cataloguing a range of digital files, across a number of years
- Interpersonal skills to engage with a diverse range of stakeholders (academics, journalists etc.)
- Ability to work according to strict deadlines, and to be proactive
- Excellent verbal and written communication skills
- Preferably originally from outside of Cape Town but must be currently based in Cape Town and able to work from the CI office at least three days a week

The following will be advantageous:

- Solid understanding of academic referencing and EndNote software
- Basic knowledge of Google Analytics
- Basic knowledge of social media key performance indicators
- Basic copywriting skills
- Basic design skills

Responsibilities:

- Developing the CI's digital archives (all communications outputs and assets);
- Comprehensively updating the CI's stakeholder communications databases using the appropriate software; and
- Monitoring and collating media coverage and key performance indicators for social media.

Depending on the candidate's strengths, supporting the production and launch of CI publications, including involvement with tasks related to the *South African Child Gauge*, such as referencing, participating in planning for dissemination activities and the creation of associated communication materials.

The annual cost of employment is R162,000.

To apply, please e-mail the below documents in a **single pdf file** to Zelda Warrin at Zelda.Warrin@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter
- Curriculum Vitae (CV)
- Sample of written work (academic writing)

Please ensure the title is indicated in the subject line.



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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 an assessment.

Telephone: 021 650 1473

Website: ci.uct.ac.za

Closing date: 1 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 including candidates with disabilities. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.