

# UNIVERSITY OF SOUTH AFRICA

**DEPARTMENT: INSTITUTIONAL ADVANCEMENT  
DIRECTORATE: ELECTRONIC & WEB COMMUNICATION**

**WEB EDITOR (P7)  
(MUCKLENEUK CAMPUS)**

**(Ref: WE/IA/ELECWEBCOM/P7/2021nyalu)**

To research, plan, write and edit web content and ensure effective communication of the university, its products and services using the electronic media.

## **Requirements**

- Bachelor degree or National Diploma in English as a major subject and one or more other official languages with specific experience in online writing and editing
- At least five (5) years of relevant experience
- Competency test will be conducted

## **Behavioural Competencies**

- Stakeholder Management
- Communication (Oral and written)
- Collaboration and Teamwork
- Resilience/Perseverance/stress management
- Customer Service and Orientation
- Problem solving

## **Technical Competencies**

- Experience in online writing and editing
- Experience in writing and proofreading
- Experience in electronic distribution of information using the Internet and E-mail
- Experience in web design and hypertext authoring
- Competence with the use of micro computers
- Competence with the use of Image editing software (Adobe Photoshop)
- Competence with the use of Social media scheduling tools (Buffer, HootSuite)
- Knowledge of Content Management System (CMS)
- Knowledge of hypertext authoring and authoring tools (HTML).
- Knowledge Graphics and Presentation
- Knowledge of Search Engine Optimisation (SEO)
- Knowledge of project management
- Competence with electronic mail systems, such as Novell GroupWise
- Experience with MS Office, InDesign, Photoshop or other publishing tools

## **Personal Attributes**

- Honesty
- Work Ethics
- Flexibility
- Loyalty
- Determination and Persistence
- Trustworthy
- Forward Thinking
- Reliability
- Proactiveness
- Innovative

## **Duties**

- Develop, edit and management of Content for Corporate Websites (institutional websites and digital projects)
- Development content for online environments
- Website editing and quality control

**Assumption of duty:** As soon as possible

**Salary:** Remuneration is commensurate with the responsibilities attached to the Position

**Closing date:** 24 May 2021

**Enquiries:** (012) 429 3148 (Ms MM Nyalungu: HR Staffing and Client Services) or (012) 441 5668 (Dr Louise Schmidt (Deputy Director: Electronic and Web Communication))

- **Applications can be e-mailed to [nyalumm@unisa.ac.za](mailto:nyalumm@unisa.ac.za)**
- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- The completed prescribed application form must be accompanied BY A **COMPREHENSIVE CURRICULUM VITAE** and certified copies of **ORIGINAL certificates** (within the previous six months) of;
  - all educational qualifications,
  - academic transcripts/records;
  - identity document; and
  - proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- The prescribed application form (**APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST**) is obtainable from the above-mentioned website.
- UNISA is not obliged to fill an advertised position.
- **Late, incomplete and incorrect applications will not be considered.**
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities



**All applications should reach UNISA before 16h00 on the closing date.**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.