UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: INSTITUTIONAL ADVANCEMENT
DIRECTORATE: ELECTRONIC & WEB COMMUNICATION

WEB EDITOR (P7)
(MUCKLENEUK CAMPUS)

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

Unisa is the only publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open and Distance Learning (ODL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Web Editor.

Purpose: 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 duties: As soon as possible
Salary: Remuneration is commensurate with the seniority of the position

Closing date: **10 September 2021**
Enquiries: **Mr. Godwin Murerwa at 011 764 1052/ 078 111 9007**

Application can be forwarded by email to: **godwin@skillplace.co.za**

The completed prescribed application form must be accompanied BY A **COMPREHENSIVE CURRICULUM VITAE and certified copies of <u>ORIGINAL</u> certificates** (within the previous six months) of;
- all educational qualifications,
- academic transcripts/records;
- identity document; and
- proof of SAQA verification of <u>foreign qualifications</u> (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.**
- We welcome applications from Persons with Disabilities
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation*.