

UNIVERSITY OF SOUTH AFRICA

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

POSITION: WEB EDITOR (P7)

(MUCKLENEUK CAMPUS)

(REF: WEBEDI/ELECWEBCOM/2019/JULIA)

Purpose

The position is a specialist position. The purpose is to ensure effective communication of the University and its product using the electronic media especially all University websites. This contributes positively to the image of the University.

Requirements

- Grade 12 (Matric) plus Bachelor Degree or National Diploma with English as a major and specific experience in online writing and editing.
- Five (5) years' experience in a communication environment of which at least three (3) years' experience is in electronic distribution of information using the internet and at least two (2) years' experience in web design and hypertext authoring.
- Competency test will be conducted

Knowledge and skills

- Competence with the use of micro-computers
- Competence with word processing-preferably WordPerfect for Windows or whatever product is used at Unisa at any time. Knowledge of other word processors will be an advantage in this post
- Knowledge of hypertext authoring and authoring tools (HTML)
- Competence with electronic mail systems, such as Novell GroupWise

Skills and levels required:

- Oral Communication Good (English and two other official language)
- Written communication Good (English and at least two other official language)
- Computer competence with:

The operating system in use, e.g. Windows User level competence:

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|---|-----------|
| • Network use | Average |
| • Word processing | Good |
| • Graphics/Presentation | Average |
| • Electronic communication | Very good |
| • Hypertext authoring and web design software | Very good |

Abilities

- Ability to work under pressure
- Well-development verbal comprehension
- Analytical thinking
- Investigative skills
- Sufficient self confidence
- Creativity and initiative
- Good judgement
- Must be well motivated
- Must have the ability to work accurately and with limited supervision

Duties

- Development of online environment
- Website editing and quality control
- Develop, edit and manage of content for corporate websites

Assumption of duty : As soon as possible.

Salary : Remuneration is commensurate with the seniority of the position

Closing date : 31 May 2019

Enquiries : (012) 429 2717: MS Julia Phela (HR Staffing)

- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (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 is obtainable from <https://www.unisa.ac.za/vacancies>**
- **UNISA is not obliged to fill an advertised position.**
- **Late, incomplete and incorrect applications will not be considered.**
- **Applications must be submitted in an envelope clearly marked with the name of the relevant Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.**
- **Applications must be posted to Unisa, HR: Staffing, PO Box 392, Unisarand, 0003. Hand delivered applications can be deposited into the Application Box situated at Muckleneuk Campus: OR Tambo Building, Main Entrance 3rd Floor.**

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.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.