



WEB AND DIGITAL COMMUNICATIONS EDITOR

(Payclass 09; T1, 23 - month contract)

Communications and Marketing

Faculty of Health Sciences

The University of Cape Town's Faculty of Health Sciences (FHS) seeks a creative and technically astute individual to manage the Faculty's website and digital platforms as part of the Faculty's communications and marketing strategy.

Based in the FHS Communications and Marketing Department, the scope of the Web and Digital Communications Editor role includes responsibility for the Faculty's corporate website and other digital accounts; website copy sourcing, development, editing and uploading; social media marketing and campaign management; digital communications, including bulk email; mid-level graphic design support to the Department, and evaluating FHS's web (online), digital presence and social media engagement. This includes identifying problems and interventions to address these.

The appointment will be a 23-month contract.

Requirements:

- A relevant **NQF level 6 qualification** (eg., National Diploma in Web Design, Graphic Design, Multi-media or Digital Marketing).
- **3 - 5 years relevant experience** in communications, marketing/design for digital media - including website management, social media marketing, and campaign coordination.
- Proven competency in **web usability principles, SEO, information architecture, social media strategy, graphic design, and digital community engagement.**
- High-level English writing skills.

The following will be advantageous:

- A strong eye for design and experience in digital or architectural design and development.
- Ability to work collaboratively in a team environment and perform under pressure.
- Willingness to work flexible or extended hours when required.
- Knowledge of or experience in the health sector.
- Strong attention to detail and a commitment to high-quality outputs.

Responsibilities:

- Manage and maintain web content to ensure relevance, accuracy and accessibility.
- Coordinate web content development, copywriting and editing.
- Plan, implement and monitor identified social media marketing and digital campaigns.
- Apply corporate brand guidelines to ensure consistency, visual appeal, and user-friendliness across all digital products in packaging content for bulk email and digital platforms.
- Produce mid-level graphic design content for multimedia use.
- Monitor and evaluate website (online), digital and social media engagement metrics to inform strategy and reporting.

The annual cost of employment range, based on 2025 rates, is between R324 783 and R396 888.

To apply, please e-mail the below documents in a **single pdf file** to fhs-cmd-hr@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 which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and will be required to undergo competency assessments.

Enquiries: fhs-cmd-hr@uct.ac.za
Reference: E25951

Website: www.hr.uct.ac.za
Closing date: 31 October 2025

"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. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eeepolicy.pdf."

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.