

“The University of KwaZulu - Natal (UKZN) is committed to Employment Equity with the intention to promote representativity within the institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity plan.

COLLEGE OF HUMANITIES: PUBLIC RELATIONS OFFICE

ASSISTANT WEB ADMINISTRATOR

**(6 MONTH- FIXED TERM APPOINTMENT)
HOWARD COLLEGE CAMPUS**

REF NO: WEB/CHUMPR/2022

The College of Humanities Public Relations Office seeks to appoint an assistant web administrator. The incumbent will migrate the College of Humanities websites and all its subsites from SiteFinity to WordPress, work with the College PRO and Web Administrator to ensure that the websites are updated with institutional events and news, provide specialist consulting, training and support to the College Public Relations Office, develop web templates for university websites using WordPress on an Ubuntu server, optimize graphics for web and other electronic media.

Minimum Requirements:

- A bachelor's degree in Computer Science/IT related field or a three-year diploma; AND
- One year of experience as a web developer.

Advantageous:

- Demonstrable experience with website design and development using WordPress.
- Extensive knowledge of WordPress Page Builders; AND
- Knowledge of programming, content management systems, using Macintosh, Linux and Microsoft Windows Environment.

Shortlisted candidates will be required to undertake a skills test.

Enquiries and details regarding this post may be directed to Mr S Msomi: Msomis@ukzn.ac.za

The closing date for receipt of applications is Friday, 06th May 2022

Applicants are required to complete the relevant Application Form ([Download](#)) which is also available on the Vacancies website at <http://vacancies.ukzn.ac.za>.

Completed forms must be sent to Mr S Msomi at Msomis@ukzn.ac.za.

Advert Reference Number (WEB/CHUMPR/2022) must be clearly stated in the Subject Line.

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.