

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

**COLLEGE OF LAW AND MANAGEMENT STUDIES
PUBLIC RELATIONS
WEB ADMINISTRATOR
(PEROMNES GRADE 9)
(WESTVILLE CAMPUS) REF NO.:LM02/2015**

The incumbent will implement and maintain high quality college, schools, departments, units and Centre's websites in consultation with central Online Communications Unit, to ensure easy access to accurate information that is aligned with the objectives of the College and UKZN. Maintain inner web portal sites for the college and its subsidiary bodies. The incumbent will be expected to travel to all the University campuses, working in conjunction with the College's Public Relations unit.

Minimum Requirements:

- Grade 12 and a three year degree/diploma in Computer Science/IT or related field;
- Three years of relevant work experience in marketing and publicity, online marketing and website development of which at least 1 (one) year must be in a Higher educational environment in a similar position;
- Demonstrable experience with web page design, and development and strong graphical, web CMS systems, development of ASP.NET; communication and interpersonal skills required;
- Ongoing formal education (short courses) in related field (graphics, DTP, computer applications, etc);
- Knowledge of programming, content management systems, both Macintosh and PC environments, Linux and Microsoft operating systems;

Short-listed candidates will undergo a skills test.

Appointment to this post will be on the January 2012 Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and experience of the successful applicant.

The closing date for receipt of applications is 4 September 2015.

For any enquiries on this position, please liaise with Ms Hazel Langa at 031 260 2599 or email at langah@ukzn.ac.za

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za. Completed forms may be sent to recruitment-landm@ukzn.ac.za

Please state the advert reference number in your subject line