The University of KwaZulu-Natal (UKZN) is committed to improve representivity within the Institution.

Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF LAW AND MANAGEMENT STUDIES

PUBLIC RELATIONS UNIT

WEB ADMINISTRATOR: PEROMNES GRADE 9
SIX-MONTH FIXED TERM CONTRACT
WESTVILLE CAMPUS

REF NO: CLMSPRWEB2024

As a member of the College Public Relations (PR) team, the incumbent will be required to create, maintain, update and support College websites. Create templates with WordPress and custom post types using HTML, CSS, PHP and JavaScript. Ensure content is SEO-friendly, improving indexing and website visibility on search engines. Produce webpages that follow web best practices and standards, adopting a mobile-first approach and responsive web development. Provide technical and marketing reports on websites to measure performance. Create mailers and web pages to support digital campaigns.

Minimum Requirements:
- A relevant three-year tertiary qualification in the discipline of computer science, information technology or similar
- Minimum two years' experience using WordPress
- One-year experience in Linux and MyQSL server management

Communication will be limited to the short-listed candidates.

Short-listed candidates **may** be required to undergo a skills test.

The remuneration will be in accordance with the University's policy on fixed term appointments.

Enquiries and details regarding this post, as well as requests for the job profile may be directed to the College Web Administrator, Mr Khumbulani Myeni at myenih@ukzn.ac.za

The closing date for receipt of applications is 3 September 2024

Applicants are required to complete the relevant application form (application form - support) which is available on the Vacancies page http://vacancies.ukzn.ac.za/Home.aspx of the University website at www.ukzn.ac.za

Completed application forms must be sent to clmspr@ukzn.ac.za

Advert Reference Number (CLMSPRWEB2024) MUST be clearly stated in the subject line.

The University reserves the right not to make an appointment.