**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan including people with disabilities.**

**RE-ADVERTISMENT**

**PROFESSIONAL SERVICES**

**CORPORATE RELATIONS DIVISION**

**PUBLICATIONS MANAGER: cr01/2018**

**TO THE DIRECTOR: COMMUNCATIONS**

**COPORATE RELATIONS**

**(PEROMNES GRADE 07)**

**WESTVILLE**

**REF NO.: cr01/2018**

The Publications Manager will manage and provide leadership in the content, concept, design and layout of University corporate and marketing publications.

The successful incumbent will be expected to:

* Manage the central Publications Unit.
* Provide support and advice to the Colleges.
* Edit copy of all publications.
* Write feature articles for University publications.
* Compile advertorials.
* Ensure that journalists produce well written articles that promote the vision and mission of the University

**Minimum Requirements**:

* A Bachelor’s degree in journalism, or media and communications with five years of experience in a similar position or
* A three year national diploma in journalism and six years of experience in a similar position.
* Three years management experience.
* Senior editing experience.
* Feature and advertorial writing experience.
* Experience in the production of publications.
* Computer skills in Microsoft Word and Microsoft Office.
* A valid driver’s licence.

Candidates are requested to bring their portfolio of evidence to the interviews and will be expected to undertake a skills test.

**Advantages:**

* Five years of experience in a similar position.
* At least three years’ experience in a higher education environment in a similar position;

**The closing date for receipt of applications is 2ND March 2018. Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms may be sent to recruitment-sm****@ukzn.ac.za****. Advert Reference Number MUST be clearly stated in the subject line.**