The University of KwaZulu-Natal 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.

COLLEGE OF LAW AND MANAGEMENT STUDIES

COLLEGE OFFICE

WEB ADMINISTRATOR: GRADE 9 (1 POST)

(WESTVILLE CAMPUS)

REF NO.:LM02/2018

The incumbent will implement and maintain high quality College, School, Departmental, Unit and/or Centre websites in consultation with the 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. In addition, the incumbent will work closely with the College PR Team in their day to day operations and activities, offering support and hands-on assistance as required by the PR Manager (including, but not limited to, Graduation, Special Events, Conferences, Workshop, Open Days, College social media platforms and other publicity campaigns and events). The hours of duty may, at times, involve after hours and weekend responsibilities.

Minimum Requirements:
- A three year Degree/Diploma in Computer Science/IT or related field;
- Three years of relevant work experience in website development, marketing and publicity and online marketing, of which at least 1(one) year must be in a Higher Educational environment in a similar position;
- Demonstrable experience with Website Front End Design & Development using HTML & CSS, as well as web CMS systems.
- Knowledge of programming, content management systems, both Macintosh and PC environments, Linux and Microsoft operating systems.

Advantages:
- Knowledge of PHP, WordPress CMS
- Evidence of ongoing formal education (short Courses) in related fields (Graphics, DTP, computer applications)
- A valid driver's licence

All candidates should demonstrate effective communication skills.

Communication will be limited to short-listed candidates.

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

The University subscribes to Total Cost to Employer (TCE) Remuneration Model. This appointment will be on the 2018 Conditions of Service

Enquiries and details regarding this post may be directed to Mrs Lindiwe Ntshangase, e-mail:
Ntshangasel@ukzn.ac.za.

The closing date for receipt of applications is Thursday, 18 October 2018.

Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page of the University website at www.ukzn.ac.za

Completed forms may be sent to recruitmentlms@ukzn.ac.za

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