

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: RESEARCH, INNOVATION, and COMMERCIALISATION

RESEARCH AND DEVELOPMENT OFFICER (P8) x1

**One (1) year- Fixed Term contract
(Muckleneuk Campus)**

(REF: RDO/RIC/RDA/HM/01-2023)

The purpose of the position is to establish and implement PR, communication and marketing support with regard to the Researchers Development Academy (RDA) Project, aligned with the Unisa Research Postgraduate Studies, Innovation and Commercialization (RPSIC) Operational Plan and to ensure that internal and external communication opportunities are optimally utilised, as well as to ensure that all project requirements, deadlines, and schedules are on track.

Minimum Qualification(s):

- **Grade 12 plus Bachelors' degree or National Diploma**

Preferably from the field of study such as Public Relations, Journalism, Communication, Education, Marketing, Multi-media and Social-Media

Experience:

- Four (4) years' experience in PR, Communication and Event Management

Recommendation:

- Experience in project administration in the higher education sector will be an advantage

Knowledge of:

- Marketing and communication strategies
- Stakeholder engagement
- Project Management and administration
- Research in an academic environment
- Multi-media platforms

Skills:

- Excellent verbal and written communication skills
- Attention to detail
- Project Management
- Stakeholder Management
- Judgement and Decision Making
- Problem Solving

- Diligent and self-starter
- Achievement focused
- Digitally Proficient
- Deadline Driven

Abilities:

- Communication – oral expression, speech clarity, speech recognition, written comprehension, and written expression
- Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relation among seemingly unrelated events)
- Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that makes sense
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem

Duties:

- Maximising administrative and operational efficiency of the RDA programme office
- Planning and implementing project activities as per the project plans.
- Organising and overseeing administration of launches, workshops and training events.
- Ensuring the building of relations and coordination between RDA programme office and stakeholders
- Designing stakeholder engagement initiatives and events
- Developing and implementing a comprehensive media and communication strategy for the RDA programme office
- Creating informative content, articles, and web content that engage stakeholders and builds recognition and awareness of the RDA programme.
- Planning and managing the design, content, and production of all communication and marketing materials related to the RDA programme.
- Facilitating, assisting and engaging in data collection activities.
- Managing the distribution of content through our various channels, including web page and social media.

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the position

Closing date : 13 February 2023

All applications should reach UNISA before 16H00 on the closing date.

Enquiries : Ms Hlobisile Maseko – HR Practitioner (masekhc@unisa.ac.za)
Dr Marianne Engelbrecht (engelm1@unisa.ac.za)

The advertisement and the prescribed form (Fixed Term Application Form) can be obtained on the Unisa website: <https://staff.unisa.ac.za/vacancies>

- **The complete prescribed application form must be accompanied by a Comprehensive Curriculum Vitae and Certified Copies (within the previous six months) of;**
 - identity document;
 - all educational qualifications;
 - academic transcripts/records;
 - proof of SAQA verification of foreign qualifications (if applicable)
- Unisa reserves the right to authenticate all qualifications without any further consent from the applicant.
- Unisa is not obliged to fill an advertised position
- Late, incomplete and incorrect applications will not be considered

- Appointments will be made in accordance with Unisa's Employment Equity Plan

We welcome applications from persons with Disabilities



- Applications can be forwarded by email to: masekhc@unisa.ac.za

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.