



**VACANCY: SARIMA DIGITAL COMMUNICATIONS OFFICER**

**APPLICATION DEADLINE: 24 May 2018, 4pm**

SARIMA is an Association of Research and Innovation Managers that operates at an Institutional, National and International level, as well as across the value chain from research management through innovation to commercialization of research. The purpose of the Association is to promote research and innovation management for the benefit of Southern Africa. Research Management (RM) is a key strategic focus area for SARIMA and numerous activities and projects are undertaken by the RM portfolio, in co-ordination with the Innovation and Technology Transfer (I&TT) and Africa Engagement (AE) portfolios.

SARIMA requires the services of a full-time digital communications officer. The successful candidate will take ownership of SARIMA's overall stakeholder and promotional communications function.

**Requirements:**

- An undergraduate qualification, e.g. national diploma in multimedia technology and/or Bachelor's degree in English, journalism, technical writing or a related field
- Experience in a Research and/or Innovation Management environment
- At least 5 years' e-portal and content management experience
- At least 5 years' communications experience
- Highly proficient in written English, French or Portuguese would be an added advantage
- Highly proficient in MS Office tools, and communication distribution tools such as MailChimp
- Demonstrable working knowledge of HTML and SharePoint 2013
- Working knowledge of google analytics will be advantageous
- Prior Experience in social media management will be an advantage
- A valid driver's licence and own transport
- Will be required to work from the SARIMA office in Pretoria

**Duties:**

- Development of the SARIMA newsletter and stakeholder communications
- Content generation for all of SARIMA's online platforms
- Uploading of content and maintaining of a consistent look and feel throughout the portals and web platforms of SARIMA
- Copy editing and proofreading of all content developed by SARIMA team members

- Creation of new user profiles and provision of first-line technical support to online users
- Communication and query handling with the online software service provider
- Generating reports using google analytics for the online platforms

**The ideal candidate must:**

- Display exceptional and effective verbal and written communication skills
- Be creative, reliable and able to work well under pressure
- Be a problem solver, team player and self-starter

**Details:**

- The position is a full-time 18-month contract position, renewable each year based on the availability of funding and on the performance of the incumbent. The position will report to the SARIMA General Manager and will liaise with SARIMA Project Leaders for specific projects
- The start date is negotiable, but the position is required immediately.
- A CV and cover letter outlining relevant experience and background, why the incumbent believes they are suited to the position, and expectation in terms of total cost to company salary, should be e-mailed to: [sarima@sarima.co.za](mailto:sarima@sarima.co.za) and cc'd to [takatso@sarima.co.za](mailto:takatso@sarima.co.za) with subject line: SARIMA Digital Communications Officer
- Short listed candidates must avail themselves for interviews in Pretoria, and may be requested to undertake a short assignment as part of the interview process.
- Consistent with SARIMA policies, the Digital Communications Officer may not serve SARIMA in any other capacity (such as member of the Committee).
- Correspondence will be limited to short listed candidates. Should you not hear from SARIMA within 30 days of the closing date of this advertisement, you can consider your application to have been unsuccessful.

**Enquiries:** Please contact Ms Takatso Semenya on [takatso@sarima.co.za](mailto:takatso@sarima.co.za).

SARIMA retains the right to decide against making an appointment, and/or re-advertising the position, should a suitable candidate not be identified.