

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.

**WEBSITE RESEARCHER (Part Time: 5 hours per week)
THE CENTRE FOR CIVIL SOCIETY
SCHOOL OF BUILT ENVIRONMENT & DEVELOPMENT STUDIES
COLLEGE OF HUMANITIES
HOWARD COLLEGE CAMPUS
UNIVERSITY OF KWAZULU-NATAL
REFERENCE NO: CCS-WR-2018
Six (6) Month Appointment – Renewable Subject to Funding**

The Centre for Civil Society (CCS) aims to advance socioeconomic and environmental justice by developing critical knowledge about, for and in dialogue with civil society through teaching, research and publishing.

The successful applicant will report to the Director and should be familiar with research processes and designing / maintaining websites and databases. He / she will undertake to provide support to the CCS Website in respect of: social media platforms, editing online reports, creation of newsletters, updating data concerning the ‘Social Protest Observatory’ and ‘Xenophobia Watch’ and be able to create and establish databases relating to Civil Society.

MINIMUM REQUIREMENTS:

Applicants must be postgraduate students (in possession of an undergraduate degree) with:

- Relevant experience
- Proven research skills
- Proven website management and data base management skills
- Proven expertise with regards social media platforms
- Excellent English writing, editing and communication skills

Applications must include:

- 1) A detailed CV
- 2) A covering letter outlining the applicant’s experience:
 - a) Maintaining websites
 - b) Designing and maintaining data bases
 - c) Setting up and maintaining social media platforms such as Facebook, Twitter and Instagram
 - d) Editing, formulating newsletters, blogs etc.

Shortlisted applicants will be required to undertake a test to assess writing, editing and communication skills.

The closing date for applications is: 19 February 2018.

For queries and submission of applications, please contact Melanie Reddy.

Email: Reddys2@ukzn.ac.za

Telephone: 031-260 3195 / 260 3577