

**Stellenbosch University  
Library and Information Service**

**Head: Marketing and Communication  
(Job Level 9)  
Ref. BIB/143/0523**

**Working hours:** Monday to Friday, 08:00 - 16:30

**Universiteit Stellenbosch  
Biblioteek- en Inligtingsdiens**

**Hoof: Bemaking en Kommunikasie  
(Posvlak 9)  
Verw. BIB/143/0523**

**Werkure:** Maandag tot Vrydag, 08:00 - 16:30

**Duties / Pligte:**

- Developing and implementing a marketing strategy for the Library and Information Service;
  - Coordinating marketing and communication activities within the Library and Information Service;
  - Public relations, including organising events and representing the Library and Information Service;
  - Creating and managing digital and other marketing content for the Library;
  - Initiating projects to improve or expand marketing and communication functions;
  - Liaising with a range of internal and external entities;
  - Quality Assurance and evaluating marketing and communication standards and services.
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- Ontwikkel en implementeer 'n bemakingstrategie vir die Biblioteek- en Inligtingsdiens;
  - Koördineer bemakings- en kommunikasie-aktiwiteite binne die Biblioteek- en Inligtingsdiens;
  - Openbare betrekkings, insluitend organisasie van geleenthede en verteenwoordiging van die Biblioteek- en Inligtingsdiens;
  - Skep en bestuur digitale en ander bemakingsinhoud vir die Biblioteek;
  - Inisieer projekte om bemakings en kommunikasie funksies te verbeter en uit te brei;
  - Skakeling met interne en eksterne entiteite;
  - Kwaliteitsversekering en evaluering van bemakings- en kommunikasiestandaarde en -dienste.

**Job Requirements / Posvereistes:**

- A Bachelor's degree in Marketing, Digital Marketing, Communication, or an equivalent tertiary qualification;
  - At least three years' experience in marketing and communication;
  - Experience in an academic, research, or library environment;
  - Experience in writing and editing texts (e.g., reports, articles, press releases etc.);
  - Experience in creating marketing material;
  - Technical skills (including MS Publisher, HTML);
  - Excellent verbal and written communication skills.
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- 'n Bacchalareus graad in Bemaking, Digitale Bemaking, Kommunikasie, of 'n gelykwaardige tersiêre kwalifikasie;
  - Minstens drie jaar se ervaring in bemaking en kommunikasie;
  - Ervaring in 'n akademiese, navorsings-, of biblioteekomgewing;
  - Ervaring in die skryf en redigering van tekste (bv., verslae, artikels, persverklarings, ens.);
  - Tegnieese vaardighede (insluitend MS Publisher, HTML);
  - Uitstekende mondelinge en skriftelike kommunikasievaardighede.

**Recommendations / Aanbevelings:**

- Interpersonal and teamwork skills;
- Planning and organisational skills.
  
- Interpersoonlike en spanwerk vaardighede;
- Beplannings -en organisatoriese vaardighede.

**Commencement of duties / Diensaanvaardingsdatum:**

01 August 2023 or as soon as possible thereafter

01 Augustus 2023 of so gou doenlik daarna

**Closing date / Sluitingsdatum:**

07 June 2023 / 07 Junie 2023

**Enquiries regarding this post:** Ms. Mimi Seyffert-Wirth on 021 808 9431, or at [mseyf@sun.ac.za](mailto:mseyf@sun.ac.za)

**Enquiries regarding remuneration/benefits, as well as technical assistance with the electronic application process:** Human Resources Client Services Centre on 021 808 2753, or at [sun-e-hr@sun.ac.za](mailto:sun-e-hr@sun.ac.za)

**Navrae rakende die posinhoud:** Me Mimi Seyffert-Wirth by 021 808 9431, of by [mseyf@sun.ac.za](mailto:mseyf@sun.ac.za)

**Navrae oor vergoeding/voordele asook tegniese ondersteuning met die elektroniese aansoekproses:** Menslike Hulpbronne Kliëntedienssentrum by 021 808 2753, of by [sun-e-hr@sun.ac.za](mailto:sun-e-hr@sun.ac.za)

***Stellenbosch University is committed to employment equity (EE), and appointments will be made in line with the EE plan for the specific environment as well as the institutional EE Plan of the University.***

***Stellenbosch University reserves the right not to make an appointment.***

Your application, comprising a **comprehensive curriculum vitae (including the names and email addresses of at least three referees)**, must reach the University before or on the closing date of the advertised post.

**APPLY ONLINE AT <https://www.sun.ac.za/english/careers> BY USING THE APPLY NOW LINK AT THE TOP RIGHT-HAND CORNER OF THE SPECIFIC VACANCY PAGE.**

*The University reserves the right to investigate qualifications and conduct background checks on all candidates.*

***Should no feedback be received from the University within four to six weeks of the closing date, kindly accept that your application did not succeed.***

***Die Universiteit Stellenbosch is verbind tot diensbillikheid (DB), en aanstellings sal ooreenkomstig die DB-plan vir die betrokke omgewing sowel as die Universiteit se institusionele DB-plan gedoen word.***

***Die Universiteit Stellenbosch behou die reg voor om nie 'n aanstelling te maak nie.***

U aansoek moet vergesel wees van 'n **volledige curriculum vitae (insluitend die name en e-posadresse van ten minste drie referente)**, en moet die Universiteit voor of op die sluitingsdatum van die advertensie bereik.

**DOEN AANLYN AANSOEK BY <https://www.sun.ac.za/afrikaans/loopbane> DEUR OP DIE APPLY NOW-SKAKEL REGS BO-AAN DIE BLAD VAN DIE SPESIFIEKE VAKATURE TE KLIK.**

*Die Universiteit behou die reg voor om kwalifikasies na te gaan en agtergrondinligting oor alle kandidate in te win.*

***Indien u nie binne vier tot ses weke na die sluitingsdatum van hierdie advertensie van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.***

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