O S D

Part-time Digital Content Manager – Cape Town

Organisation Systems Design is looking for a part-time Digital Content Manager with experience in the Research Uptake Communication sector. This position is based in Muizenberg, Cape Town, South Africa.

Employee Specifications and Competencies

Key responsibilities
- Manage, plan, implement, monitor and report on integrated communications campaigns for the DRUSSA programme [www.DRUSSA.net] across website, social media and email.
- Maintain and carry out a vibrant and relevant editorial policy across all communications campaigns and platforms, ensuring relevance, integrity and quality of content.
- Administer the website, content management system/database, content and production systems ensuring keyword/SOE optimisation and quality of data for reporting purposes.
- Manage content-flow relationships with key partners.
- Stay abreast of Africa-relevant ICT, science journalism and communication trends to ensure effective engagement and dissemination that achieves the programme's goals.

Knowledge and abilities
- Ability to bring to fruition integrated campaigns; quickly analyse and select what does and doesn't work, and what can be done better.
- Current knowledge of online landscape and trends, specifically with good insight into the African context.
- Knowledge of international development agency capacity-building programmes

Skills
- Journalism.
- Multimedia content creation and curation.
- Online researching.
- Interviewing and commissioning.
- Editing, subbing and copyediting.
- Intermediate to specialist level skills in website, database and content management, administration and utilisation.
- Intermediate to specialist level skills in the Mac environment
- Intermediate level skills in Adobe Suite
- Intermediate level skills in Joomla, Wordpress and Web2 platform utilisation.
- Intermediate level skills in html encoding and layout of articles and content style sheets.
- Intermediate to specialist level skills in Microsoft Office, including managing mailing and data lists in Excel.

Personal Qualities:
- People skills.
- Careful and accurate.
- Committed and loyal.
- Maintains high standards in regard to quality of work.
- Efficient.
- Likes to get things done, and done well.

Work experience necessary for the role:
- At least three years in digital communication including e-publishing and social media.
- Journalism
- Writing for online publishing

Recommended Experience in:
- Science Communication
- Research Uptake/Knowledge Mobilisation i.e 'getting research into use'.

Minimum level of Education/ Qualifications Required:
- Matriculation
- Tertiary level degree or diploma.

Eligibility
- South African citizenship or permanent residence/right to work in South Africa.

About this company

Organisation Systems Design (OSD) is a consultancy with sixteen years experience in facilitating organisational change.

OSD works mainly in the higher education, non-governmental and civil society organisation research and capacity-building sectors in Africa. We have a deep understanding of the significant changes that have occurred in the international and African research environment since the 1990s, not least the impact of the internet, the challenges of the information age and the demand for evidence of the impact of research to meet development goals.

OSD works with organisations as they identify, design, implement and assess change processes that position them to meet the challenges created by these external factors. We assist in managing the complex issues that change poses for ways of working, ways of relating and the need for individual skills development within the organization.

A particular area of expertise is in assisting research organisations, teams and individual researchers to identify and respond to calls for applications for research and research capacity-building funding. OSD also makes this expertise

available to social entrepreneurship ventures when providing advisory and project management expertise and support. With the increased competition for funds and stricter funder requirements for project management, this has become a specialised field.

www.organisationsystemsdesign.co.za

- **Find out more about the DRUSSA project at www.drussa.net.**