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**SOCIAL MEDIA ADMINISTRATOR
4 MONTHS FIXED TERM CONTRACT
DESMOND TUTU HIV FOUNDATION – HEAD OFFICE**

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

This four (4) months position will be based at Head Office (Observatory). The post will form part of the Adolescent and Youth Health Policy Short Course registered at the University of Cape Town (UCT) run by the DTHF with the London School of Hygiene and Tropical Medicine (LSHTM). The aim of the short course is to improve the health & wellbeing of adolescents in South Africa, through increasing capacity to implement interventions included in national policies. The role would be to develop and implement the Social Media Marketing Plan. Online technology will be used in the implementation of the course in a number of ways e.g. online course materials, social media channels and webinars after the course. Firstly, course materials (timetable, lesson objectives, presentations, reading material etc) will be disseminated via a shared electronic folder using the UCT online teaching portal Vula. Secondly, we would like to develop a social media channel for past and current course attenders. Finally, arranging for webinars to be hosted after the course. They will also be expected to develop and post content across main social media platforms, engage and grow with online communities and influencers.

Requirements:

- Tertiary Qualification: preferably Marketing, Media & Communications or a related field
- At least 2 years administrative working experience
- High level proficiency on social media platforms with an in-depth working knowledge of Facebook, Twitter, Google+, LinkedIn, Instagram and YouTube
- High level of computer literacy (word processing and spreadsheets), including basic Information Technology (IT) skills
- Strong organizational and time management skills
- Ability to co-ordinate, multi-task and work under pressure and fulfil deadlines
- Strong written and verbal communication skills – Proficiency in English (IsiXhosa will be advantageous)
- Be pro-active and must show initiative
- Must be meticulous and able to show attention to detail
- Be able to work individually as well as in a team environment

Responsibilities:

- To manage course materials (timetable, lesson objectives, presentations, reading material etc) dissemination via a shared electronic folder using the UCT online teaching portal Vula.

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

www.desmondtutuhivfoundation.org.za

- To develop a social media channel for past and current course attenders e.g. Twitter account for the course which would include advertising of the course, key dates/deadlines, administrative elements (e.g. countdown, reminders), as well as relevant articles and literature.
- To support the team and participants before, during and after the course to use social media for sharing information and promoting the course objectives e.g. managing a closed Facebook group created for participants of the course (an AYHP short course alumni), which could include those from other countries,
- To arrange webinars to be hosted after the course showcasing the work done by participants as part of their portfolio of evidence.
- To conduct other social media administration and monitoring.
- Support the implementation as required of the short course.
- Attend meetings as required for short course.
- Complete and submit evaluation reports required by short course leads.
- Submit regular update of activities and progress

Values fit: Passion Innovation Progress Integrity Respect Excellence

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 14th June 2018 Job reference: #DTHF/C033. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.