

The University of KwaZulu-Natal (UKZN) 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 including people with disabilities.

INTERNAL ADVERT:

This placement will be in line with the approved Guidelines applicable to all university staff who are appointed to university establishment and funded posts, and who are as a result of Project Renewal, having to be considered for placement in posts in the new university organisational structure, which are now fewer in number, or in some respects different to their original posts held in the previous organisational structure. Preference will be given to candidates who meet the minimum requirements and have the required competencies for the positions under consideration as per the applicable job profile.

CORPORATE RELATIONS DIVISION

**COMMUNICATIONS SPECIALIST
COMMUNICATIONS AND MARKETING DEPARTMENT
(PEROMNES GRADE 08)
WESTVILLE CAMPUS
REF.NO.UKZN_000754**

The Corporate Relations Division (CRD) at the University of KwaZulu-Natal invites applications for a Communications Specialist: Publications to play a key role in producing and driving the University's corporate publications, enhancing UKZN's reputation and engagement with stakeholders.

Main Responsibilities include:

- Conceptualise and coordinate the production of high-quality publications, ensuring alignment with UKZN's brand identity and communication strategy
- Proofread and sub-edit University publications to ensure accuracy
- Liaise with internal writers, freelance writers, copy editors on content submitted for corporate publications
- Attend University events and write news articles and features for the University publications within prescribed deadlines
- Take clear and appropriate photographs to accompany news articles
- Assist in managing the bi-weekly University newsletter as required, within approved deadlines
- Work closely with stakeholders to deliver engaging content that showcases the University's achievements and initiatives

Minimum Requirements:

- Degree in Communications, Journalism, or related field
- A minimum of five (5) years' experience in:
- Corporate publications management: from concept to completion
- News and feature writing
- Proofing and editing
- Corporate communications
- Brand, reputation and crisis communications knowledge and management

- Experience within a higher education or large institutional environment will be advantageous

The closing date for receipt of applications is Tuesday 10 February 2026.

To apply please click on the link <https://ukzn.ci.hr/applicant/index.php> OR visit the career portal on <https://ukzn.ac.za/>

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Ms Cynthia Mbuli on Email: mbulic@ukzn.ac.za

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.

1. Please do not send us copies of your degree and other certificates. We will request certified copies if you are short listed for interview.
2. Please read the advertisement carefully. We do not consider applicants who do not meet the minimum requirements.
3. The University is committed to Employment Equity.
4. The University reserves the right not to fill a vacancy.
5. **Should you not hear from us within six weeks of the closing date, please assume you are unsuccessful.**
6. Please familiarise yourself with the University's Section 18 Notice regarding the processing of your Personal Information.