

## VACANCY AD – 2016: Content Manager

### 1) POSITION DETAILS

South African Cities Network seeks a suitable individual, with multiple skills, to manage the organisation's website content as well as oversee the general maintenance of the site.

<b>Position Title</b>	<b>Content Manager</b>
<b>Location/Area</b>	South African Cities Network (SACN), Braamfontein, Johannesburg
<b>Position Reporting To</b>	Communications Advisor
<b>Grade:</b>	Mid to senior level
<b>Start Date :</b>	ASAP; Ideally by 01 November 2016

### 2) INTRODUCTION

The South African Cities Network (SACN) was established in 2002 by the Minister for Provincial and Local Government (now Cooperative Governance and Traditional Affairs), in collaboration with the mayors of South Africa's largest cities and the South African Local Government Association (SALGA), with the mandate to:

- Promote good governance and management in South African cities;
- Analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national development challenges;
- Collect, collate, analyse, assess, disseminate and apply the experience of large city government in a South African context; and
- Promote shared-learning partnerships between different spheres of Government to support the management of South African cities.

### 3) TIME REQUIREMENTS

The position requires the incumbent to work from the SACN offices on a part time basis for a period not exceeding 25 hours per week.

### 4) RESPONSIBILITIES

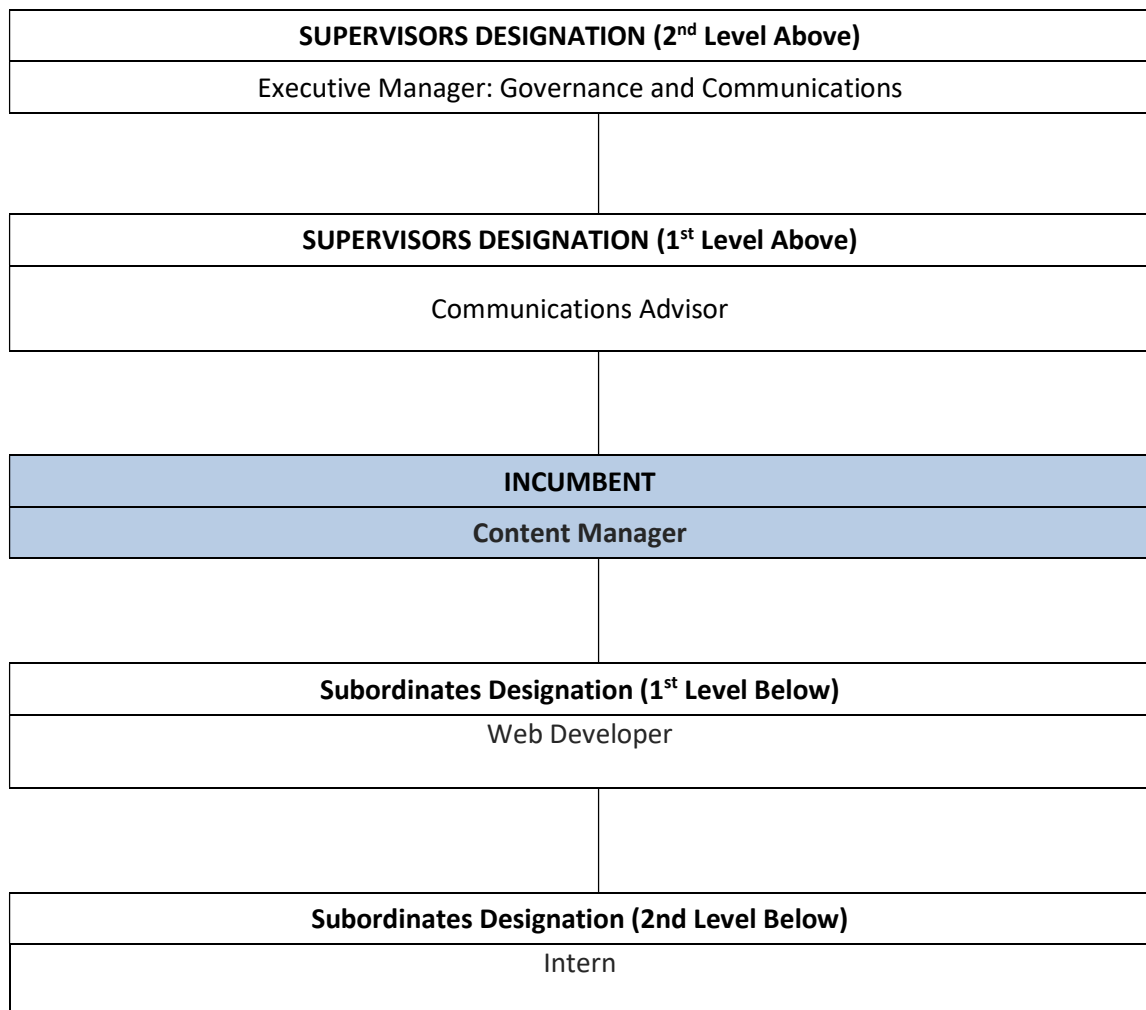
The Content Manager will be responsible for the following:

Aspects of knowledge management storing; presenting; maintaining; communicating and monitoring and evaluating SACN’s content outputs, to support the overall SACN communications strategy and achieve our overall organisational goals

- Collating and curating SACN and partner content for distribution on our various online and social media channels timeously
- Project management of content for updating media platforms
- Accountable for the quality, accuracy, completeness and timeliness of the content for digital usage
- Drafting and distribution of company newsletters
- Maintaining the organisations main site as well as micro and associated websites
- Supporting the communications team with content for multi-channel distribution and, maintaining and expanding SACN’s social media presence
- Ensure that all SACN publications are highly searchable on the internet

## 5) ORGANISATIONAL STRUCTURE

Organisational structure showing the position with two positions above and two positions below:



## 6) QUALIFICATIONS

1.1 Ability	Ability to manage the SACN content platforms in a manner that demonstrates creativity and innovation in communicating the key messages and mandate of the organisation and its partners.
1.2 School	<b>Grade 12 or Equivalent</b>
1.3 Professional / Tertiary	Qualification (degree or diploma) in communications/journalism/social science/media

## 7) EXPERIENCE

Minimum experience necessary to be considered for the position:

<ul style="list-style-type: none"><li>• Between 3 and 5 years' experience as a content manager in a digital environment</li><li>• Excellent CMS and social media skills</li><li>• Must have working knowledge of Google Adwords and Google analytics</li><li>• Knowledge of SEO and/or technical background</li><li>• Good English skills with demonstrable writing skills especially in developing multimedia content</li><li>• Understanding of online writing such as style and content</li><li>• Ability to use tools to assist with SEO tasks</li><li>• Keyword research and analysis of head and long tail keywords</li><li>• Knowledge of conducting technical reviews and research analysis (including using Excel)</li><li>• Basic Photoshop skills required to resize images and graphics artworks</li><li>• Must know the basics of coding</li><li>• Sound understanding of Joomla and other content management systems</li><li>• Creative skills to find interesting ways to communicate information, and to generate new ideas</li></ul>
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## 8) CORE COMPETENCIES

<ul style="list-style-type: none"><li>• Problem solver</li><li>• Self-starter</li><li>• Must pay attention to detail</li><li>• Highly adaptable and responsive to community's evolving needs</li><li>• Excellent communications skills.</li><li>• Excellent writing and publishing skills</li><li>• Presenting and communicating information</li><li>• Planning and organising</li></ul>	<ul style="list-style-type: none"><li>• Time management, organisational and planning skills.</li><li>• Able to consistently go the extra mile to deliver on what is required to support the organisation to achieve its mandate and objectives</li><li>• Able to fit into the company culture and be a team player</li></ul>
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## 9) APPLICABLE TERMS AND CONDITIONS

The position is advertised on a rolling basis. The SACN reserves the right to award the post as soon as a suitable candidate is identified, as well as the right not to award at all or to renegotiate its terms, subject to circumstances and adequacy of submissions.

Unsuccessful applicants will be notified once a selection / appointment has been made.

## 10) SUBMISSIONS AND ENQUIRIES

- A covering letter indicating an understanding of the requirements of the post that you are applying for, and any particular qualities or suitability; and
- A current Curriculum Vitae that includes relevant contact details and references.

**Application Deadline: Friday, 21 October at 12 noon.**

For more information on the above position or to submit an application, contact Sadhna Bhana on [sadhna@sacities.net](mailto:sadhna@sacities.net) or 011 407 6471.