

Multimedia Administrative Assistant

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Office of the Deputy Vice-Chancellor: Research, Innovation and Engagement

Minimum Requirements:

- NQF Level 7 qualification in Photography or Commercial Photography.
- Atleast 5 years' experience as a multimedia assistants at a Higher Education Institution.
- Atleast 6 years' experience worth portfolio of self-employment work outside of a Higher Education Institution.
- Experience taking photographs of Senior Management and University events.
- Meticulous attention to detail.
- Analytical, problem-solving, and conflict-management.
- Competence and proficiency in image editing.
- Competence and proficiency in Social media content creation.
- Strong customer service orientation.
- Strong knowledge of the Research, Innovation and Engagement units.
- Experience and full understanding of all RIE functions and best practices.

Summary of Duties:

- Meet outlined targets by stakeholders within the RIE division.
- Provide administrative support as and when required by RIE sector stakeholders.
- Attend to multimedia requests by sectors within the RIE Division.
- Draft and populate storyboards in relations to tasks requiring the story boards.
- Attend university key events according to schedules in place and provide photographs for publications and social media.
- Shoot and provide latest photographs of the management for portfolios and website updates.
- Generate updated content for the University website and official communication platforms.
- Organise meetings and taking of minutes;
- Compiling and writing of reports, memos letters, etc.;

- Making of travel arrangements;
- Purchasing of Equipment;
- Administrative duties - typing, photocopying, front office reception;
- Sending out and receiving electronic mail.
- Liaising with Heads of Departments and other stakeholders
- Records research advances and keeping records.
- Provides telephonic support by screening/redirecting
- Provides a secretarial assistance to Research and Postgraduate Support Committees, e.g. the Conference Funding Committee. PGA Committee.
- Conduct online requisitions for publication quotations

I. **Salary: Market related**

Contact Person: Nkululeko Mbatha/Noxolo Memela

Email Address: Communications@dut.ac.za **Status of Position:** 1 year Contract renewal not guaranteed.

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications and a covering letter** with the **exact name of the post you are applying for** to: Communications@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 29 May 2023 @ 12:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.