

VACANCY

Job title:	Communications Officer – Fixed term contract 6 months
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	The Communication Officer will be responsible for implementing and delivering communications content for multiple VIDA projects. They will support the Head: Divisional Shared Services Management in driving impact across all the unit's channels, writing impactful communications, generating impactful storytelling projects and managing day-to-day social media channels, the VIDA websites, external and internal communications.
Location:	VIDA - Chris Hani Baragwanath Academic Hospital
Closing date:	15 December 2025
Submit detailed CV to:	vacancies21@witshealth.co.za
Advert reference number:	Communications Officer
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

1. Social Media Management

- Develop and execute social media strategies aligned with VIDA's goals.
- Create, curate, and manage published content (images, video, written) on social platforms.
- Highlight collaborator content such as Wits FHS activities, BMGF, CHAMPS and others.
- Monitor social media trends and audience engagement metrics and incorporate into reporting requirements.
- Respond to queries on social media from followers/potential participants.

2. Digital Design

- Design and produce digital content, including infographics, presentations, videos and promotional materials.
- Use design software (e.g., Adobe Creative Suite/Canva) to create visually appealing content

3. Events Planning and Organising

- Plan, coordinate, and execute internal and external events such as conferences, workshops, and webinars.
- Collaborate with stakeholders to ensure event success.

4. Internal and External Communications

- Draft and Disseminate Communication
 - Create newsletters and other materials to keep stakeholders informed.
 - Ensure consistent messaging across the unit and to collaborators, funders, and participants.
 - Develop Communication Strategies: Formulate internal and external strategies to enhance engagement and clarity.
 - Prepare and Edit Scientific Documents: Write and edit scientific reports, research summaries, and publications.
 - Collaborate with Researchers: Translate complex scientific data into accessible content for diverse audiences.
 - Manage SharePoint Site: Maintain and organise the SharePoint site to facilitate effective information sharing and support project management and collaboration
 - Provide Communication Support: Assist in drafting and disseminating program-related communications for the CHAMPS (Child Health and Mortality Prevention Surveillance) programme
 - Organise Communication Workshops: Conduct workshops to enhance staff communication skills.
 - Develop Training Materials: Create resources to support communication skill development within the organisation
- Generate reports to funders and internal management on the communications portfolio for various projects

5. Website management and administration

- Maintain and update VIDA and projects led by VIDA websites with current and relevant content.
- Monitor website traffic and performance using analytics tools.

6. Effective self-management and performance ownership

- Take ownership and accountability for tasks and demonstrate effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in on-going training and development activities such as workshops, forums, conferences etc.
- Apply knowledge of the organisational systems, structures, policies and procedures to achieve results.
- Provide appropriate resolution for tasks or deadlines not met.

- Communicate on strategic goals for the portfolio as well as progress
- Support and drive the organisation's core values.

Required minimum education and training

Marketing and communications qualification with graphic design

Required minimum work experience

5 years' experience in marketing and design

Desirable additional education, work experience and personal abilities

Advanced writing skills

Experience within the NGO or an Academic Institute.

A creative, dynamic, diligent and focused individual, with exceptional writing skills and excellent attention to detail. Ability to work in a diverse team.

Demonstrable experience in digital communications and a passion for science, health and digital communications

Should you be interested in applying for this vacancy, please send an email to vacancies21@witshealth.co.za. The subject heading of the email must include the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A detailed CV