



VACANCY BULLETIN

INTERNAL/EXTERNAL ADVERT

**Student Affairs and Extracurricular Development
Editor: Student Publication – (Part-time Administrative Assistant)**

REF: 24/739

The Directorate of Student Affairs and Extracurricular Development has a Part-time Administrative Assistant position of Editor: Student Publication.

Critical Performance Areas

- Providing guidelines to reporters for preparing and submitting manuscripts
- Protecting the confidentiality of every reporter's work
- Implementing system for effective running of the newsroom
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner
- Implementing clear guidelines for reporters regarding acceptable practices for sharing materials and information
- Implementing mechanisms to ensure timely publication of accepted manuscripts.
- Treating all reporters with fairness, courtesy, objectivity, honesty, and transparency
- Continuous updating and growing of Bua social media platforms, including live-streaming of events

Minimum Requirements

1. Academic qualifications:

- National Diploma in Journalism

2. Experience:

1-year print journalism experience and social media competency

Enquiries: Mr S Ntamo: 012 382 5900

Send your CV to: NtamoSL@tut.ac.za

Include a copy of your highest qualification, a copy of your ID and/or driver's license, and the TUT application for employment form.

People with disabilities are encouraged to apply.



Closing Date: 24 May 2024

NB.: If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to appoint.** It is the intention of the University to promote representatively in respect of race, gender and disability through the filling of these posts. Preference will be given to candidates from the designated groups.

