



COMMUNICATIONS MARKETING COORDINATOR

(Payclass 09)

COMMERCIAL DEVELOPMENT (COMDEV) PROPERTIES AND SERVICES

Please note that only applications from suitably qualified members of the permanent and temporary UCT staff will be considered.

The Commercial Development (ComDev) department, a division of the Properties and Services (P&S) at UCT, invites applications from suitably qualified and experienced candidates for this permanent Communications Marketing Coordinator position, for appointment as soon as possible.

The main purpose of this position is to champion the Department's proactive and reactive marketing efforts across all ComDev properties, including Vacation Accommodation, All Africa House, Leasing and the Conference Management Centre.

This role is responsible for supporting the execution of marketing strategies to increase brand visibility, improve occupancy and bookings, and supporting digital and print marketing implementation. Working closely with the ComDev team, the Communications Marketing Coordinator will help translate sales and brand strategies into engaging digital and print campaigns, track performance metrics, and coordinate communication across various platforms. Kindly note that this position is shift-based, and weekend work will be required.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 15 July 2026

Reference:

ID 1363

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.