

Communications Officer

CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

Location: Cape Town (On-site)

About the Organisation

The Knowledge Translation Foundation (KTF) is a non-profit organisation working to improve the quality of primary healthcare in underserved communities. KTF develops, implements, trains, and evaluates evidence-based clinical guidance and learning tools used by health systems in South Africa and internationally.

A core programme of KTF is the Practical Approach to Care Kit (PACK), supported by training platforms and digital innovations that strengthen clinical practice, learning, and health system performance across multiple countries.

Role Overview

KTF is seeking a Communications Officer to support and coordinate communications across the organisation's programmes, including PACK, training activities, and digital innovation initiatives. The role is practical and delivery-focused, responsible for content creation, digital communications, and coordination with internal teams and country partners. The Communications Officer will help translate technical, training, and digital work into clear, accessible content for websites, social media, knowledge platforms, reports, and stakeholders.

This is not a management role but requires independence, initiative, and strong organisational skills.

Qualifications:

- Degree or Diploma in Communications, Journalism, Marketing, Public Relations, or a related field.
- Minimum 3 years' of proven experience in writing, editing, digital content management, or research communications.

Required Skills:

- Excellent written English, with strong report-writing, editing and proofreading skills.
- Proven experience managing and developing social media and website content.
- Ability to work effectively with technical, training and digital content; experience in the health, education or NGO sectors would be an advantage.
- Strong interpersonal and communication skills, with the ability to engage effectively and professionally with a diverse range of stakeholders.
- Strong organisational and time-management skills, with the ability to manage multiple priorities and meet deadlines.

Personal Attributes:

- Practical, organised, and proactive.
- Comfortable working independently and coordinating across teams and countries.
- Curious about digital innovation and learning systems.
- Reliable, collaborative, and detail-oriented.

Key Responsibilities:

- *Digital and Content Communications*
 - Manage and maintain KTF and PACK social media platforms, including planning, writing, and scheduling content.
 - Draft and edit website content
 - Translate technical, training, and digital content into accessible communications for diverse audiences.
- *Training and Digital Innovation Communications*
 - Support communications for KTF training activities, including online learning, workshops, and capacity-building programmes.
 - Develop content highlighting digital innovation initiatives (e.g. training platforms, digital tools, and learning systems).
 - Assist with documenting and communicating the impact of training and digital initiatives.
- *PACK and Country Engagement*
 - Liaise with PACK country teams to gather updates, stories, and materials related to implementation, training, and digital use.
 - Support the collection and organisation of content used for knowledge bases, databases, and media outputs.
- *Publications, Reporting and Media*
 - Support the development of newsletters, annual reports, donor updates, and organisational communications.
 - Assist with media engagement, including drafting press releases, briefs, or case studies.
 - Support communications for events, workshops, launches, and meetings.
- *General*
 - Maintain consistency of messaging and branding across KTF, PACK, training, and digital platforms.
 - Provide ad hoc communications support across projects as required.

How to Apply

Email your application to KTU-HR@uct.ac.za with the subject line: *Communications Officer-Aug 2026*,
Closing Date: 28 August 2026

Attach:

- CV
- Motivation letter
- Certified copy of highest qualification
- Contact details for **two or three** current, contactable referees

Important Notes

- Incomplete applications will not be considered.
- Only applicants who have completed all application requirements will be considered.
- KTU is committed to employment equity and strives to appoint candidates in line with its equity objectives.
- The organisation reserves the right not to make an appointment should no suitable candidate be identified.
- Only shortlisted candidates will be contacted.
- The successful candidates invited for an interview need to provide a portfolio.
- Shortlisted candidates may be required to undergo an assessment.

Our Vision

To improve the quality of primary healthcare for underserved communities through pragmatic research, evidence-based implementation, evaluation, and engagement of health systems, their planners, providers, and communities.

For more information about the organisation, visit: www.knowledgetranslation.co.za