



## COMMUNICATIONS & EVENTS MANAGER

(Payclass 11; Permanent)

## DEVELOPMENT AND ALUMNI DEPARTMENT

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

The University of Cape Town (UCT) invites applications for the position of Communications & Events Manager in the Development and Alumni Department (DAD). This role leads the planning and delivery of communications and events to engage UCT alumni, donors, and supporters both locally and internationally.

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 August 2025

**Reference:**

ID 1073

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](http://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](mailto: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.**