

# HELTASA



## HELTASA - CONTENT GUIDE FOR VACANCY SUBMISSIONS

We invite you to secure a premium placement on the HELTASA website for advertising a vacancy at your institution. This guide contains the information you are advised to include.

The HELTASA website receives over 1000 active visitors each month, and is a great resource for tertiary institutions across southern Africa. HELTASA's most active pages are the home and News pages, both of which prominently feature all vacancy advertisements.

### Vacancy submissions

The cost of advertising on our website is R1000. This includes:

- Long-term placement on the HELTASA website, with your institution's logo prominently featured
- High-traffic placement of your ad on the Home and News pages of the HELTASA website

To purchase a placement for your vacancy, please complete the [submission form](#). Once the form has been submitted to us, you will receive an email with HELTASA's banking details, and you may then send proof of payment to [info@heltasa.org.za](mailto:info@heltasa.org.za).

Completing billing details will require you to fill out your first and last name, email address, your institution's name, VAT number and your institution's address.

When completing the advertisement post details, you are advised to include:

- the job title (post title),
- the job description and requirements (post body),
- a post image (your institution's logo),
- an excerpt (job summary) and,

- any additional information you would like to be featured (additional information/instructions).

Additionally, you can email [info@heltasa.org.za](mailto:info@heltasa.org.za) for any further information.

### **Best practices**

- Ensure your logo image is high quality and that the image dimensions are suitable for the web page. We recommend 1200 x 767.
- Use clear headings.
- Include remuneration and contract type.
- Include a link to the job application form, or the details of your contact person.
- Add the job location.
- Mention whether the job is remote, in-office full-time or a blended work environment.