

Job Description



Job Title:	Communications Project Officer		
Cluster:	Networks		
Salary:	\$45,000	Contract Type:	Fixed Term, ending 31 December 2020
Location:	Johannesburg		
Reports to:	Project Coordinator		
Direct Reports:	N/A		
Job Role			
Role Overview:	<p>The Communications Project Officer will drive engaging and creative communications related to the <i>Consortium to Promote Human Rights, Civic Freedoms and Media Development in Sub-Saharan Africa</i>. Working with the coordination team, consortium partners and CIVICUS communication team, this role will lead project communications, developing the “voice” of the consortium and communicating project objectives, amplifying the voices of participants and sharing inspiring stories, and curating opportunities for learning and exchange.</p>		
Areas of Responsibilities	Key Activities		
Collateral Communications	<ul style="list-style-type: none"> ● Draft and drive implementation of a communications strategy and plan, including developing approaches, tools and content across communications channels. ● Prepare ‘standard’ outreach collateral for key stakeholder groups (website, key messages, Q&A, etc.), and assist partners with tailoring these for specific target audiences, purposes ● Build a portfolio of visual communications describing consortium (e.g. photos, videos, infographics) through both production and creative management of service providers. ● Assist in preparation of regular reports/updates for donors and other key stakeholders 		
Storytelling and Content Generation	<ul style="list-style-type: none"> ● Working with consortium partners, plan, produce, curate and share project stories through photos, video, written stories and other creative formats. ● Develop innovative dissemination strategies for digital and social media content that support project outreach, visibility and engagement among target stakeholders (including participants, partners, supporters, etc.) ● Track and meaningfully respond to analytics relating to the effectiveness of digital and social media. 		
Learning and Exchange	<ul style="list-style-type: none"> ● Support internal and external communications, assessing and identifying fit-for-purpose communication platforms ● Manage project-specific social media platforms, e.g. Facebook, WhatsApp, Twitter, etc. ● Identify opportunities for learning exchanges with key stakeholders and assist in curating conversations – online and virtually 		
Person Specification			

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Education, Language & Qualifications	<ul style="list-style-type: none">• Degree in Journalism or related field. In instances of exceptional skills and experience this requirement can be waived.• Advanced level in using technology and design software• Excellent written and spoken English
Essential Knowledge, skills and Experience	<ul style="list-style-type: none">• Demonstrable expertise in creating engaging content, and packaging this for specific channels, audiences• Experience producing film and photography content, including editing photos and video, proficient in related software (e.g. Adobe Creative Suite)• Experience in project management in communication context, with a track record of delivering high quality communication products on time and within budget• Excellent writing and photography skills with ability to gather compelling, first-hand stories through interviews• Experience working with non-profit/social good organisations• Experience working on multi country and multi partner projects• Excellent interpersonal and communication skills• Ability to work in a multicultural context/environment
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Knowledge of context for media development, human rights and civic freedoms in Sub-Saharan Africa• Proficiency in French or Portuguese