

# Job Description



<b>Job Title:</b>	<b>Impact and Accountability Communications Intern</b>		
<b>Cluster:</b>	Impact and Accountability		
<b>Salary:</b>	USD 1200 per month stipend	<b>Contract Type:</b>	4 – 6 months
<b>Location:</b>	Remote work		
<b>Reports to:</b>	Data Specialist		
<b>Direct Reports:</b>	n/a		
Job Role			
<b>Role Overview:</b>	<p>The Impact and Accountability (I&amp;A) communications intern is an opportunity to create evidence-based human stories about CIVICUS's impact. It would suit an individual who is passionate about creating stories that are factual, authentic and emotionally resonate with the audience. The stories will be drawn from CIVICUS's monthly outcome calls, narrative reporting forms, annual report and substantiated with interviews within CIVICUS as well as our partners and communities they work in. The role will focus on creating communication products, including social media, impact stories, blog posts, infographics, and more to tell the story of the CIVICUS and communicate the impact of its efforts.</p>		
Areas of Responsibilities	Key Activities		
<b>Annual Report</b>	<ul style="list-style-type: none"> <li>Update publications, links, and related content from last year's annual report for upcoming report</li> <li>Package annual report into sharable social media posts</li> <li>Other annual reporting related tasks as assigned</li> </ul>		
<b>Impact Stories</b>	<ul style="list-style-type: none"> <li>Assist in developing stories that convey the impact of CIVICUS's work including conducting interviews and using quantitative data to evidence as needed</li> <li>Create multimedia content for social media posts of CIVICUS's impact</li> </ul>		
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>Join weekly I&amp;A team meetings and monthly communications content planning meetings.</li> <li>Support internal information sharing through internal communications platforms and various staff forums</li> </ul>		
Person Specification			
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Pursuing or completed bachelor's degree or equivalent in communications, journalism or similar.</li> </ul> <p>OR</p> <p>Alternative criteria: demonstratable track record of communication, journalism or similar for two years</p>		
<b>Essential Knowledge, skills and Experience</b>			

Commented [FP1]: Would expand this slightly to: "Create multimedia content for social media of CIVICUS's impact." To attract those with creative skills in content creation (infographic, slides, audio, interactive elements).

Commented [HW2R1]: added, thanks

Commented [FP3]: Suggest we add "Join weekly I&A team meetings and monthly Communications Content Planning meetings."

Commented [HW4R3]: good idea, added

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	<ul style="list-style-type: none"><li>• Available for 37.5 hours a week for the duration of the internship (four to six months)</li><li>• Availability during the hours of 2-5pm GMT+2 (South Africa Standard Time) during business days.</li><li>• Strong interest in civil society such as non-profit organisations</li><li>• Experience conducting interviews</li><li>• Experience substantiating a story with qualitative and quantitative data</li><li>• Own personal hardware and licensed software to complete the work. CIVICUS can provide if the intern lives in the Johannesburg area, but the intern works remotely</li><li>• Have a secure and stable internet connection. CIVICUS can provide in their main office or hubs, but applicant must provide themselves if working remotely.</li><li>• Excellent written and spoken English with demonstrated ability to be concise and clear without jargon.</li><li>• Experience using social media like X, Facebook and Instagram</li><li>• Strong computer skills</li></ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"><li>• Competence in additional languages (preferably Spanish and French)</li><li>• Experience using Canva or similar is an advantage.</li><li>• Graphic design skills and experience working with Adobe software design products is an advantage.</li><li>• Experience using Microsoft Teams, OneDrive and SharePoint is an advantage.</li></ul>