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SouthSouthNorth

Position title: Communications Officer

Duration: One year, renewable

Hours: Full time

Salary: R18,000-25,000 per month, negotiable depending on qualifications and experience

Location: Cape Town, South Africa

Closing date for applications: 28 November 2012

Job description

SouthSouthNorth (SSN) supports the transition towards climate compatible economies and societies in developing countries. We facilitate this through collaborative and stakeholder-driven country processes as well as local-level action that address climate change and promote equitable access to sustainable development. SSN is currently involved in projects within Africa and Latin America.

SouthSouthNorth (SSN) is currently recruiting for a Communications Officer to support SSN's communications, knowledge management and public engagement activities. The successful candidate will split the majority of his or her time between two of SSN's core programmes: Mitigation Action Plans and Scenarios (MAPS) and the Africa programme of the Climate and Development Knowledge Network (CDKN). She or he will work on CDKN Africa three days a week and MAPS two days a week, and report to the programmes' Knowledge Management Coordinators. The Communications Officer will also provide general communications support to SSN as and when needed.

Job responsibilities:

The job role will involve providing day-to-day support in:

1. Writing, editorial and branding

- Editing and proof-reading a range of documents, including research and project outputs, publications, web content, newsletters, marketing material, etc. This will include putting documents into approved templates and assuring consistency between all products.
- Writing content in various forms to communicate project details, results and impact. This will include actively investigating (including interviewing in-country project and research teams and government representatives, etc.) and writing a range of feature articles, news stories, project descriptions, video descriptions, etc. on CDKN Africa and MAPS work
- Ensuring top quality design and layout of publications

- Writing monthly and quarterly newsletters for MAPS, and contributing content to CDKN weekly, monthly and quarterly newsletters. A quarterly newsletter for SSN is currently being scoped – if launched the officer will be responsible for writing and disseminating this
- Scoping and commissioning feature articles by thought leaders and high profile figures in climate compatible development for the CDKN Africa and MAPS websites. The successful candidate will need to formulate topics and work with the authors to develop their articles and lines of thought/ argument where necessary
- Filming and undertaking simple edits of short videos on MAPS and CDKN events, stakeholder interviews, project profiles, etc. and uploading these to the websites
- Identifying images for use in publications and managing the CDKN and MAPS photograph archive
- Arranging for high quality printing of material
- Championing the CDKN, MAPS and SSN brands and helping staff to apply the brand values and specific brand guidelines in their daily work

2. Web content management

- Updating and managing the web content for the CDKN Africa, MAPS and SSN websites
- Ensuring the CDKN Africa and MAPS websites are updated with new content on a weekly basis. The SSN website will require the least amount of updating on an ad-hoc basis
- Ensuring high quality and regular content and taking overall responsibility for these websites
- Capturing film videos and either undertaking minor editing or commissioning editing for uploading onto web and other social media sites
- Providing minor updates as and when necessary on existing CDKN and MAPS pages
- Promoting the websites and specific publications, features and projects on relevant websites and mailing lists
- Providing input and suggestions on improvements to the CDKN, MAPS and SSN websites to be in line with current trends and web developments
- Ensuring Search Engine Optimisation of all content
- Managing (including commissioning) a regular blog programme on both CDKN and MAPS websites

(Note some liaison will be required with CDKN's dedicated Online Communications partners, a part of the Knowledge Management and Communications team, who design and deliver the online strategy).

3. Content dissemination, public affairs and outreach strategy

- Developing and delivering communications and dissemination plans for targeted dissemination of research and project outputs, publications, DVDs and other knowledge products through global, regional and country-level channels
- Engaging with open data platforms and other learning platforms and networks to share knowledge and learnings
- Actively developing and managing targeted mailing lists and databases for dissemination
- Monitoring the impact of CDKN and MAPS outreach work and developing and maintaining monitoring databases
- Scoping key opportunities for MAPS and CDKN to promote its products and messages in external events
- Delivering a high profile, effective MAPS and CDKN presence at key international and regional events, by organising speaking slots, display stands and dissemination of materials

4. Social media

- Managing CDKN Africa and MAPS social media efforts. This will include extending outreach via Twitter, Facebook, LinkedIn and other channels to ensure these efforts are tied in with CDKN and MAPS work and policy engagement. SSN may require some capacity regarding social media in future
- Assisting CDKN Africa and MAPS to expand its digital footprint

5. Scoping and organising events

6. Compiling and maintaining press and contact lists and other communications databases

7. Investigating and monitoring uptake and impact of knowledge management products and projects

Job requirements

Essential

- Complete fluency in English
- Top-notch writing skills
- An eye for detail
- A strong grounding in climate change and development issues
- Demonstrated practical marketing, communications, journalism or campaigning experience
- Excellent time management to devote the required time to the three programmes
- A willingness to learn on the job and develop the role into that of higher responsibility over time
- A dynamic work ethic and ability to self-organise, take initiative and exercise sound judgment in seeking the advice of others when necessary

Desirable

- Coursework or professional experience in climate change, environment and/or international development
- Working knowledge of French and/ or Spanish
- Photography and film skills including editing
- Experience in managing and providing web content

Qualifications

- Degree in English, communications, journalism, social science (including international development, political science or economics) or natural science (including biology, environmental science or geography).

Required before interview

- At least two writing samples

At interview

- A writing test will be administered

- Requirement for two referees who can be contacted before a job offer is made

Start date

- As soon as possible

How to apply

To apply, please send your CV, a covering letter and **at least two writing samples** to lorraine@southsouthnorth.org. We will contact shortlisted candidates within 4 weeks of the closing date. If you are not contacted within this time please consider your application unsuccessful.

About CDKN and MAPS

CDKN (www.cdkn.org) is a British and Dutch government-funded initiative that supports developing countries to deliver climate compatible development. We offer advice and technical assistance, cutting-edge research, strategic knowledge sharing and partnership building. CDKN works to change the quality of life for people most challenged by the effects of climate change. We aim to bridge climate change and development policy: enabling developing countries to achieve a low-carbon and climate-resilient future along with poverty reduction and human development. CDKN operates in Africa, Latin America and Asia and the African programme is managed by SouthSouthNorth.

MAPS (www.mapsprogramme.org) is a collaboration between developing countries to establish the evidence base for long term climate compatible development. It aims to align economic development with poverty alleviation. MAPS believes that through a facilitated interaction between key country stakeholders and in-country research teams. The rigour of information generated by research together with the input of stakeholders produces results that are credible, legitimate and relevant. Central to MAPS is the sharing of lessons, knowledge and learnings between collaborating countries as well as to the wider climate change and development community. MAPS is currently active in Argentina, Brazil, Chile, Colombia and Peru.