

Salary Band 3	Junior Communications Advisor: South African – German Energy Programme (SAGEN)
Reports to:	Head of Programme – SAGEN IV
Duration:	01 September 2023 – 31 December 2024

BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a global service provider in the field of international cooperation for sustainable development dedicated to shaping a future worth living around the world. As a public-benefit federal enterprise, GIZ supports the German Government and many public and private sector clients in achieving their objectives in international cooperation in around 120 countries. Its work in South Africa is carried out primarily on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). Some of the core areas of cooperation are climate, energy and just transition. GIZ supports South Africa in developing an environmentally sustainable and secure energy infrastructure and enhancing energy efficiency.

The **South African-German Energy Programme (SAGEN)** collaborates with South African partners to support the country's transition to a sustainable energy future. SAGEN is implemented by GIZ in cooperation with the Department of Mineral Resources and Energy (DMRE), the National Treasury (NT), Eskom, the South African Local Government Association (SALGA) and the South African National Energy Development Institute (SANEDI).

SAGEN's fields of action / components are:

- Power sector reform and regulation
- Just energy transition
- Power systems planning and operation
- Capacity building and technology innovation
- Municipal energy management systems
- Embedded generation in distribution networks

A. ABOUT THE POSITION

SAGEN is looking to fill a position as Junior Communications Advisor to support the project implementation in public relations.

The successful applicant will combine writing and research skills with a mindset for change and (data) storytelling.

By joining the energy cluster team in the Pretoria office, you will:

- play a key role in communicating the outcomes of the SAGEN programme;
- be responsible for creating communications content in coordination with the project team;
- ensure that corporate communication guidelines are adhered to.

You will work in a dynamic and supportive environment. You will enjoy autonomy and the opportunity to further grow into a communications expert for the just energy transition.

B. RESPONSIBILITIES AND TASKS

As Junior Communications Advisor at SAGEN your key responsibilities are:

Strategic Tasks

- Support the Head of Programme and Project Advisors in the development, design, coordination, implementation and monitoring of external communication activities;
- Support the update of the SAGEN communication strategy;
- Design a communication checklist for events (online and offline);
- Support to the planning and organization of energy-related events
- Ensure the consistency of corporate identity application in all communication activities as per the German Development Cooperation and GIZ.

Communication Activities of SAGEN

- Support the development of suitable communication instruments for the SAGEN programme (e.g., factsheets, newsletter, PowerPoint presentations, info sheets, etc.);
- Draft content (e.g. press releases, articles) for mass media or website;
- Regularly update the SAGEN standard presentation, factsheets, website and other information materials;
- Support the collection and design of contents for social media and managing of social media monitoring;
- Support coordination of communication related inquiries with service providers, including provision of technical inputs and handling the necessary administrative processes (e.g. with consultants, agencies, photographers, trainers, writers).

Media Relations

- Support quality assurance checks of SAGEN communication products;
- Support coordination of press and media activities of SAGEN;
- Establish and maintain contacts with national, regional and international media representatives.

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCE

- University degree in the field of communication/media studies, journalism or another relevant discipline related to (digital) communication or public relations
- Qualification should be enhanced with at least 2 years' relevant work experience in the field of (political) communication, public relations
- Proven experience in content development, writing and/or editorial work and graphic design (work samples may be requested)
- Proficient experience in design and video production with good know-how of applications such as Adobe InDesign, Illustrator, Photoshop and Premiere Pro
- Proficient in Microsoft Office 365 applications (PowerPoint, Excel, Word, Outlook, MS Teams, etc.)
- Good knowledge in the field of knowledge management, communication, design as well as maintenance of social media (SEO and/or SEM qualifications would be advantageous)
- Good contacts to regional media
- Passion for the topic, interculturally sensitive approach, political intuition, communication skills as well as the ability to cooperate in an international context
- Ability to work as part of a team and independently in a structured, methodical manner
- Excellent writing, verbal and presentation skills
- Fluency in English, knowledge in German is an advantage

D. ADDITIONAL INFORMATION

- This position is based at GIZ in **Hatfield, Pretoria**.
- The position is full-time. The assignment comprises a fixed term employment contract from 01 September 2023 to 31 December 2024.
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued – regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

E. APPLICATION PROCESS

Suitable candidates should apply by submitting:

- A motivation letter (maximum 2 pages) stating why they should be the preferred candidate, the value added they will bring to the project and their desired salary range.
- This should be accompanied by a **detailed CV and indicating their nationality.**

Applications should be submitted to: recruit-pretoria@giz.de, with the email subject line

“Application for Junior Communication Advisor” for the attention of Head of Human Resource.

Closing date for applications **26 June 2023**

Please note that only shortlisted candidates will be informed!

Applications without a motivation letter and CV's longer than 2 pages will not be considered!