

Salary 4T	Cluster Communications Advisor
Reports to:	Cluster Coordinator
Duration	Until 31.08.2028
Cluster	TVET, Skills Development, and Employment Promotion

A. BACKGROUND

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is an implementing agency working on behalf of the German Government and other commissioning parties in the field of international cooperation for sustainable development. GIZ has been active in South Africa since 1995 and works with partner institutions to support the implementation of national development priorities.

The TVET, Skills Development and Employment Promotion Cluster supports South Africa in strengthening technical and vocational education and training (TVET), improving employment opportunities for young people, promoting skills development for current and future labour market needs, and supporting inclusive economic development. The cluster works in close cooperation with government institutions, the private sector, training providers, development partners and civil society organisations.

The cluster portfolio covers a broad range of thematic areas, including TVET system strengthening, youth employment promotion, labour market interventions, digital skills development, job creation, SMME-support, private sector engagement, and skills development for a just and green transition. Through its programmes and partnerships, the cluster contributes to policy reforms, institutional capacity development and the creation of training and employment opportunities for young South Africans.

The cluster currently implements several programmes and initiatives, including Career Path Development for Employment, Digital Skills for Jobs and Income, Support to the Presidential Youth Employment Initiative, and other initiatives in the field of skills development and employment promotion.

Given the scale and strategic importance of the cluster's portfolio, effective communication is essential to support stakeholder engagement, ensure visibility of results, communicate development impact and strengthen public awareness of the cluster's work.

The position described here supports the entire TVET, Skills Development and Employment Promotion Cluster.

B. CORE TASK

The Communications Advisor is responsible for the planning, coordination and implementation of internal and external communication, visibility and public relations activities across the TVET, Skills Development and Employment Promotion Cluster.

The position supports the communication of programme results, lessons learned, policy processes and development impact to a broad range of audiences, including government partners, commissioning parties, development partners, private sector stakeholders, beneficiaries and the public.

The Communications Advisor works closely with cluster management, project teams, monitoring and evaluation specialists, service providers and partner organisations to ensure coherent, high-quality and results-oriented communication across the cluster portfolio. The position also supports compliance with GIZ corporate communication standards and the visibility requirements of commissioning parties and co-financing partners.

C. MAIN ACTIVITIES / TASK**1. Strategic Communication & Corporate Identity**

The Cluster Communications Advisor:

- Develops, coordinates and implements the cluster communication and visibility strategy.
- Develops communication plans and monitors their implementation.
- Advises cluster management and project teams on communication approaches and visibility opportunities.
- Identifies and supports strategic communication opportunities related to cluster priorities and achievements.
- Ensures compliance with GIZ corporate design and communication standards across all communication products and activities.
- Coordinates communication activities with other GIZ South Africa clusters and projects on cross-cutting themes and joint initiatives, including topics such as the Just Energy Transition, digitalisation, youth employment and private sector development.
- Identifies and supports opportunities for joint communication, visibility and stakeholder engagement activities across GIZ South Africa to strengthen the positioning and impact of shared thematic priorities.
- Represents the cluster in relevant GIZ South Africa communication coordination structures and contributes to country-wide communication and visibility initiatives.

2. Content Development & Impact Communication

The Cluster Communications Advisor:

- Develops and produces communication products for internal and external audiences.
- Drafts and edits articles, success stories, case studies, newsletters, factsheets, brochures, presentations, speeches, talking points and other communication materials.

- Translates technical information, project results and policy processes into accessible and audience-appropriate communication products.
- Collaborates with project teams and monitoring and evaluation specialists to identify, document and communicate results, lessons learned and development impact.
- Supports the development of innovative and engaging communication formats, including digital and multimedia products.

3. Donor Visibility and Stakeholder Communication

The Cluster Communications Advisor:

- Ensures compliance with communication and visibility requirements of commissioning parties and co-financing partners, including BMZ, the European Union and SECO.
- Develops visibility products showcasing programme achievements and development impact.
- Supports communication activities related to donor missions, steering committee meetings, high-level visits and stakeholder engagements.
- Supports communication and outreach towards government institutions, training providers, private sector partners, development partners and other relevant stakeholders.

4. Media Relations and Public Relations

The Cluster Communications Advisor:

- Supports media engagement and public relations activities in line with GIZ policies and procedures.
- Drafts press releases, media statements and other media-related communication products.
- Establishes and maintains relationships with relevant media and communication stakeholders.
- Identifies opportunities to increase the visibility of the cluster's work through traditional and digital communication channels.
- Ensures quality assurance of communication products prior to publication and dissemination.

5. Event Communication and Service Provider Management

The Cluster Communications Advisor:

- Leads communication planning and visibility activities for conferences, workshops, launches, study tours, stakeholder dialogues and other events.
- Develops event communication materials and supports event-related media and visibility activities.
- Supports the planning, coordination and communication of official delegations, donor missions, high-level visits and stakeholder engagements, including the preparation of visibility materials, event communication products and post-event communication outputs.
- Coordinates photographers, videographers, graphic designers, communication consultants and other service providers.
- Supports the documentation and communication of event outcomes and achievements.
- Manages communication-related contracts and deliverables within the scope of responsibility.

6. Other Tasks

The Communications Advisor:

- Provides regular updates on communication activities and visibility performance.
- Contributes to effective communication and collaboration across the cluster.
- Performs other communication-related tasks as required by management.

D. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications:

- University degree in Communication, Media Studies, Journalism, Public Relations, Marketing, or another relevant discipline related to communication and digital media.

Professional experience and skills:

General experience:

- At least 5 years of relevant professional experience in communications, public relations, journalism, stakeholder engagement or a comparable field.
- Experience working within multinational companies, international development organisations, donor-funded programmes or public sector environments would be an advantage.
- Supports the preparation of speeches, briefing notes, talking points and presentations for cluster management and project leadership.
- Outstanding editorial, writing, verbal, and presentation skills in English, with a proven track record of drafting high-impact content.

Specific experience:

- Proven experience in content development, writing, editorial work and the production of communication products (work samples may be requested).
- Experience in graphic design and digital content creation using tools such as Adobe Creative Suite, Canva or similar applications.
- Experience in photography and visual storytelling, including the ability to capture high-quality images for communication and visibility purposes, would be an advantage.
- Experience in the development and implementation of communication and visibility activities, including for events, workshops and stakeholder engagements.
- Experience in social media management and digital communication; knowledge of SEO and/or SEM would be an advantage.
- Proficiency in Microsoft Office 365 applications (PowerPoint, Excel, Word, Outlook, MS Teams, etc.).
- Experience in communicating technical, policy or development-related topics to diverse audiences.
- Experience in development cooperation, donor-funded programmes, public sector institutions or multi-stakeholder environments would be an advantage.

- Experience in data storytelling and translating project results into compelling communication products would be an advantage.
- Experience in coordinating external service providers, including graphic designers, photographers, videographers and communication consultants.
- Good contacts with media and communication networks are an asset.

E. OTHER KNOWLEDGE, ADDITIONAL COMPETENCES:

- Strong communication, writing and presentation skills.
- Strong interpersonal skills and the ability to engage effectively with stakeholders from government, the private sector, development partners and civil society.
- Political awareness, intercultural sensitivity and the ability to work in an international environment.
- Ability to work independently, manage multiple priorities and deliver high-quality outputs within tight deadlines.
- Strong planning and organisational skills, with attention to detail and the ability to coordinate multiple communication activities simultaneously.
- Creativity, initiative and a proactive approach to identifying communication opportunities.
- Strong interest in skills development, TVET, youth employment, digital skills and sustainable economic development.
- Fluency in English.

F. ADDITIONAL INFORMATION

- The position is based at the **GIZ office in Hatfield, Pretoria**.
- The position is full time and comprises a fixed term of employment. The position is for the duration of the project until **31 August 2028**.
- 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.

APPLICATION PROCESS

Suitable candidates should apply by submitting a **motivation letter (concisely 1 page)** outlining why they are the preferred candidate for the position. This should be accompanied by a **detailed CV indicating their nationality** for the attention of **Head of Human Resources**.

Internal Applicant should apply by submitting their application to: recruit-pretoria@giz.de with the subject line **“Skills Cluster Communications Advisor”**

External Applicants should apply by following this link: <https://giz.simplify.hr/vacancy/ewmdu9>

Closing date for applications: **10 July 2026**.

Only shortlisted candidates will be informed!

Applications without a motivation letter will not be considered!