



# Communications Officer: ASSAR Research Project

## African Climate and Development Initiative

4 Month Maternity Leave Cover

### Faculty of Science

Applications are invited for the post of **Communications Officer** for the **ASSAR (Adaptation at Scale in Semi-Arid Regions)** project, at the African Climate and Development Initiative (ACDI). The ACDI is a strategic initiative at UCT that coordinates and enhances research and teaching on climate and development across departments and faculties. From Jan 2014 to Nov 2018, the ACDI is leading a multi-partner, CAD\$ 13.5 million research project, [ASSAR](#), one of four multi-partner projects in [CARIAA](#) (Collaborative Adaptation Research in Africa and Asia) Programme, funded by IDRC and DFID.

#### Job Summary

Working with the ASSAR communications team under the direction of the ASSAR Consortium Coordinator and the ASSAR Principal Investigator, the main purpose of the Communications Officer is to communicate ASSAR's research findings to maximise the project's impact into policy and practice within its regional and global spheres of influence. The successful candidate will be responsible for all aspects of communication including information management, editorial duties (writing, editing, quality control and assurance), coordinating and disseminating communication products, and maximising the uptake of research outputs.

#### Period of employment

This is a full-time, 4-month (maternity cover) position, from 1 May 2018 to 31 August 2018.

#### Minimum Requirements:

- An Honour's degree specialising in one or more of: communications and/or marketing, journalism, climate change, development studies, or fields relevant to communication and influencing.
- 3 or more years of communications, journalism and/or influencing experience.
- Proven ability to develop and implement effective communications and influencing strategies.
- Experience in developing and targeting communications for a range of audiences, from local communities in rural and urban settings, to international policy makers and donors.
- Experience of working with different types of media channels and organisations.
- Excellent written and oral communication skills in English.
- Excellent attention to detail.
- Strong organisational and planning skills with the ability to deliver on multiple priorities.
- Advanced computer literacy, particularly in Microsoft Word and any other digital publishing and editing software (e.g. Microsoft Publisher, InDesign).

#### Advantageous experience includes:

- Good understanding of the main processes and actors in the African and Asian development and climate change adaptation policy and practice domains.
- Experience of working in a communications role in an applied research project.
- Experience in tracking the impact of communications activities.
- Ability to produce infographics, edit photographs and videos, and use web content management systems.
- Ability to speak, write and understand French.
- Network of contacts desirable.

#### Responsibilities:

- Implement ASSAR's communication strategy.
  - Use ASSAR's emerging research (publications, working papers, transcripts, etc.) to produce communications content and products suitable for a variety of target audiences.
  - Conduct quality control (information accuracy, product professionalism) on all communication outputs.
  - Strategically align ASSAR outputs with key regional and global fora.
  - Liaise with subcontractors to ensure effective and timely production of ASSAR outputs.
  - Track the impact of ASSAR's communications activities, and modify them as required.
- Work with the regional research-into-use coordinators to widen ASSAR's sphere of influence and promote the uptake of key research findings.
- Maintain relationships with different media organisations to promote and disseminate ASSAR research findings.
- Nurture ASSAR's network of key regional and global audiences to maximise ASSAR's sphere of influence.
- Nurture ASSAR's partnerships with organisations and projects working in the climate change and development arena to increase ASSAR's visibility and reach.
- Co-lead the ASSAR knowledge management and communications working group.
- Assist in other communications and influencing activities as needs arise.

The annual cost of employment, including benefits (*where applicable*), is between R417,668 and R491,373.

**To apply**, please e-mail the below documents in a **single pdf file** to Rabia Karriem at [rabia.karriem@uct.ac.za](mailto:rabia.karriem@uct.ac.za):

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter explaining in detail how your qualifications and experience match the position requirements, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

**Telephone:** 021 650 5598

**Websites:** [ASSAR](#); [CARIAA](#); [ACDI](#)

**Reference number:** E80132

**Closing date:** 23 Feb 2018

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UCT reserves the right not to appoint.