



WE ARE HIRING!

ICLEI is a global network of over 2 500 cities and other subnational governments and their associations committed to building a sustainable future. ICLEI provides technical services, capacity building, networking and global representation opportunities, as well as cutting-edge solutions to its member and network cities and regions and their communities.

ICLEI's **African Head Office**, which serves ICLEI's network cities from across Africa, is based in Cape Town (www.africa.iclei.org) and is also home to **ICLEI's Global Cities Biodiversity Center (CBC)**, a center of excellence in the field of urban biodiversity and nature-based solutions for urban development (www.cbc.iclei.org).

The ICLEI Africa and ICLEI CBC teams: Our work is conducted by a dynamic and passionate team of well qualified and highly skilled professionals that work with cities and regions to ensure a more sustainable future. As an office that deeply cares for the constituency it works with, the team adheres to a strong set of values. There is a culture and ethos of openness and sharing, where staff are always willing to support each other where they can. There is a diversity of skills and experiences in our team of well over 60 staff that spans from those that work internationally at the highest of advocacy, diplomatic and technical levels, carrying Masters and Doctorate degrees, to those that are experienced practitioners in the fields of urban planning, economics, sustainability, social & environmental science and engineering. Given the number of languages spoken across the African continent and globally, ICLEI Africa has many bilingual and multilingual staff, and also supports staff development in adding more languages and sustainability skills to their repertoire.

ICLEI Africa has the pleasure to invite leading and suitably qualified individuals to apply for the position below, to join our team of dynamic sustainability professionals.

All applicants for the below position must be aware that this is a full-time, Cape Town-based position.

Candidates should also have a fully Internet-connected, functional, dedicated workspace at home for times when they may be required to work remotely (a company laptop will be provided).

Please forward all of the following:

- covering/motivating letter
- comprehensive CV
- copy of SA identity document, Visa documents to work in South Africa, or in the case of non-South African applicants, a passport or equivalent identification papers
- available starting date
- current and expected salary
- three contactable references

to iclei-africa@iclei.org by 17h00 (GMT+2) on Wednesday 17 January 2023. Note that all these documents will be treated as strictly confidential and only be used internally in ICLEI for this recruitment process.

Please include the correct reference (REF) in your email subject line and covering letter, to clearly indicate the position you are applying for. See below.

No late or incomplete applications will be considered.

A market-related and competitive annual remuneration package (TCOE based) will be offered to successful candidates, taking into consideration qualifications and experience and the current salary scales of ICLEI Africa.

Good team fit within the ICLEI team will be a consideration for all posts.

Applicants who have not been contacted within 90 working days after the closing date of this advertisement should regard their applications as unsuccessful. ICLEI Africa reserves the right not to appoint an individual in relation to this job advert.

Communications Coordinator: Energy & Climate Change (24-month fixed term contract position with the potential of renewal) REF – Comms Coordinator

We are looking for a multi-talented Communications Coordinator, who speaks fluent English and ideally French as well, and who is passionate about making a difference in the world! They need to be a conscientious, diplomatic individual with a 'can do' attitude who can learn fast, adapt quickly, work well under pressure with multiple stakeholders at different levels and think on their feet. This person should ideally have experience working in/with local government on energy and climate issues. Proficiency in another language spoken in Africa, such as French or Portuguese, would be advantageous.

The job will include the following and the successful candidate should have proven expertise/skills in these areas:

- Communicating concepts related to sustainability, notably climate change, energy and resilience to diverse stakeholders, and in particular, politicians and technical officials in African cities

- Project coordination: Facilitating meetings between a range of stakeholders; working with, and coordinating, a diverse team to deliver high quality, aligned deliverables on time
- Developing and supporting the implementation of communications plans and protocols
- Brand management: Maintaining a professional and positive brand image, ensuring multiple brand guidelines are adhered to and high standards are upheld
- Coordinating and collating content (articles, reports, social media posts, photos and videos) from various stakeholders, and managing approvals and deadlines
- Writing, editing and reviewing content of articles, press releases and social media posts
- Managing translation of content
- Developing social media campaigns and visuals for social media posts
- Website, media and social media tracking and reporting
- Videography and editing: Briefing, writing scripts and producing both short campaign clips and longer videos, uploading to Youtube
- Production of publications, including infographic posters and brochures, from brief to print
- Setting up and designing digital mailers (e.g. Mailchimp)
- Event planning: Organisation of webinars and events, and the promotion thereof
- Knowledge Management: Administration and dissemination of information and documentation related to communications
- Providing communications inputs to donor reports and during meetings

Requirements:

- Relevant post-graduate degree or equivalent qualification
- At least 2 years of relevant work experience related to the above listed areas
- Proven ability to work remotely
- Excellent English, and ideally French, written, presentation and verbal communication skills
- Highly computer literate and tech savvy
- Good eye for design
- Very good people skills; very diplomatic and a problem-solver
- Ability to work both independently and collaboratively, in multiple and multi-disciplinary teams across the world, in a highly dynamic, fast-paced and creative environment
- Ability to handle multiple tasks concurrently, effectively and accurately
- Ability to interact with all levels of staff, as well as manage consultants
- Ability to be agile and flexible about work responsibilities, prioritise and thrive under pressure
- Ability to navigate complex organisational and project structures
- Problem-solving and analytical skills, well-organised, attention to detail and quality, and a structured and pro-active working style
- South African resident/valid work or critical skills permit
- Must have a passion for, and willingness to travel, locally and internationally, when appropriate