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). ICLEI Africa has established a complementary office in Mauritius, namely the ICLEI Africa Foundation, to support and further enable its expanding services and expertise to governments across Africa. ICLEI Africa’s footprint stretches across the continent, with staff located in several African countries, from where we serve our Members and implement projects.

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 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 and 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 of inviting leading and suitably qualified individuals to apply for the positions below, to join our African and/or Cities Biodiversity Center global teams of dynamic sustainability professionals.

All applicants for the below positions must be aware that (unless indicated) these are full-time positions, but that there is a level of flexibility to be located elsewhere in exceptional cases or for periods of time, depending on individual and/or project locations.

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 proving the capacity to work in the country where the position is based
- available starting date
- current and expected salary
- three contactable references

to iclei-africa@iclei.org by 17h00 (GMT+2) on 1 September 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 which position you are applying for. All applications should be in English.

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 any job advert.

We will be processing applications as they are received, and we reserve the right to close this advertisement before the final date stated should we find a suitable candidate. As such, we encourage candidates to apply as soon as possible.

Communications Officer
(24-month fixed term contract position with the potential of renewal)

REF – Comms Officer

We are looking for a creative, multi-talented communications officer, who is passionate about making a positive difference in the world and who has experience in communicating concepts related to sustainability, more specifically on biodiversity and nature. They need to be a conscientious, innovative individual with a ‘can do’ attitude who can adapt quickly, work well under pressure and think on their feet. This post will focus largely on content creation and collation, designing and monitoring social media strategies to drive engagement and support follower growth, and producing impactful mailers and video clips.

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

- **Social media campaign design**: Concrete experience in creating social media campaigns with meaningful online engagement and growing followers. Predominant platforms are Twitter, LinkedIn, YouTube and Instagram.
• **Social media community management**: Encourage and manage engagement with a growing community of followers.
• **Social media tracking**: Constant measurement and evaluation of how posts and campaigns are performing, combined with reflecting on how to increase impact.
• A solid understanding and interest in the **social media landscape**, emerging channels and trends.
• **Proactive creation of social copy**: Seeking out potential avenues for impactful social copy and campaigns from a variety of sources.
• **Managing impactful social media calendar**: Creating an integrated social calendar that aligns with global movements, special days and project/event timelines
• **Creating social media visuals**: Create striking and well-designed social media visuals using Canva and keep on top of current trends of using visuals to drive interest and engagement,
• **Project management**: Ability to manage campaigns from start to finish to tight deadlines.
• **Brand integrity**: Maintaining a professional and positive brand image, ensuring guidelines are adhered to and high standards are upheld.
• **Content atomisation**: Using content created by both the ICLEI Africa and ICLEI CBC team and collating it into effective campaigns aligned to global trends and conversations and special days.
• **Website content management**: Updating websites in WordPress.
• **Mailer design and mailing list management**: Setting up and designing digital mailers in Mailchimp, creating strategies to grow mailing list and increase engagement.
• **Creative direction of consultants**: Manage a variety of consultants to create knowledge products as needed by our projects.
• **Video clip editing**: Basic video editing skills.

The following would be advantageous:
• Writing and editing articles
• Writing briefs, briefing and managing external design consultants
• Explainer video creation
• Proficiency in another language spoken in Africa, especially French or Portuguese
• Communications experience in the NGO space
• Experience in working with/within government
• Knowledge of the African and global geo-political context

**Requirements:**
• Relevant degree or equivalent qualification
• At least 2 years of relevant work experience related to the above listed areas
• Excellent English written, presentation and verbal communication skills
• Highly computer literate and tech savvy
• Excellent eye for design
• Good people skills
• 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
• 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