



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, to those that are driving impact at the local level as 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 position below, to join our African and/or global teams of dynamic sustainability professionals.

Please forward all of the following to iclei-africa@iclei.org by **17h00 (GMT+2) on 16 September 2024**. Note that all these documents will be treated as strictly confidential and only be used internally in ICLEI for this recruitment process:

- 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 salary
- three contactable references

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. In addition, successful candidates will qualify, as per our HR policy, for retirement and medical aid contributions, as well as home office allowances.

Candidates should have a fully internet-connected, functional, dedicated workspace at home (a company laptop will be provided).

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.**

ICLEI Africa is open to applications for internships in fields relevant to sustainability on an ongoing basis. Please email your CV with a covering letter at any time to the same email address as indicated above.

Communications Officer

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

REF – Comms Officer

We are looking for a multi-talented Communications Officer 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 urban sustainability issues. Proficiency in another language spoken in Africa, such as French or Portuguese, would be highly advantageous.

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

- Managing creative consultants and managing/working closely with other communications staff.
- Working with technical staff members to provide guidance on communications and to collaborate on delivering impactful communications outputs.
- Developing and implementing successful social media campaigns.
- Undertaking event-related communications, including live capturing of quotes and photographs, and producing social media content.
- Graphic design, specifically on Canva.
- Writing scripts and briefing consultants to produce both short campaign clips and longer, informative videos.
- Producing and editing content, and updating websites.
- Website, media and social media tracking.
- Collating content (articles, reports, photos and video) from various stakeholders and managing approvals, timelines and deadlines.
- Identifying story angles, interviewing, researching, distilling key messages and writing up content for articles and media releases.
- Editing articles written by technical staff.
- Managing translation of materials and articles.
- Writing Terms of Reference for a variety of communication products.
- Setting up and designing digital mailers (e.g. Mailchimp).
- Maintaining a professional and positive brand image, ensuring guidelines are adhered to and high standards are upheld.

Requirements of this position: :

- Relevant post-graduate degree or equivalent qualification.
- At least 2 years of relevant work experience.
- Experience in communications on urban sustainability issues is preferable.
- Proven ability to work remotely.
- Excellent English, and ideally French and/or Portuguese, 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 and other comms team members.
- 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 proactive working style.
- South African resident/valid work or critical skills permit.
- Must have a passion for, and willingness to travel, locally and internationally, when required.