

SENIOR COMMUNICATIONS OFFICER

Job Vacancy

Closing date: Friday, 29 November 2024

Location: Johannesburg

Type: Full-time

Working hours: 8 hours

To apply: [Complete this form](#)

Queries can be sent to applications@iej.org.za, but no applications will be accepted by email or replied to.

JOB PURPOSE

The Institute for Economic Justice (IEJ) seeks a Senior Communications Officer to help drive our strategic communications and advocacy efforts. This role will work collaboratively with the IEJ team to ensure that effective, targeted communication amplifies the organisation's mission of advancing social justice and inclusive economic development. Working closely with the Advocacy and Communications Manager and the IEJ's senior leadership, this position will strengthen the organisation's reach, influence, and presence across various media channels and among key audiences.

ABOUT YOU

You are passionate about social justice and have a strong background in strategic communications. You bring experience in advocacy and media relations and a deep understanding of socio-economic issues, particularly within South Africa and Africa. You are committed to supporting progressive change and understand how to leverage communications to drive social impact. As a collaborative leader with excellent writing, design, and project management skills, you are skilled at working within a team while also effectively managing multiple projects.

MAIN RESPONSIBILITIES

Strategic Communications Development

- Contribute to the implementation, and periodic review of IEJ's comprehensive communications strategy, aligning with the organisation's mission and values.
- Help cultivate a shared understanding within the organisation of target audiences, messaging, and communications approaches to maximise IEJ's impact.

Strategic Project-Specific Advocacy and Communications

- Assume overall advocacy and communications responsibility for specific project areas (based on previous experience and interest), contributing to their strategic advocacy and communications requirements.
- Collaborate closely with the Advocacy and Communications Manager overseeing other core areas, to ensure alignment and coherence.

Content Creation and Dissemination

- Oversee the production of communications materials, including reports, news updates, factsheets, blogs, bulletins, press releases, and visual content.

Media Engagement and Public Relations

- Proactively engage with media contacts, positioning IEJ as a thought leader on economic justice and social transformation.
- Develop and implement strategies to increase IEJ's visibility across social media platforms including Twitter, Facebook, Instagram, TikTok, YouTube, and LinkedIn.

Organisational Support and Capacity Building

- Support IEJ's fundraising and development initiatives by contributing to the creation of appealing donor materials and communications content.
- Collaborate with project teams to integrate communications activities into project plans, ensuring sufficient resources and strategies are in place.

SKILLS AND EXPERIENCE

Required skills and experience include:

- Advanced degree in communications, journalism, international relations, social sciences, or a related field.
- 5–7 years of experience in strategic communications within a social justice or economic policy environment.
- Proven ability to design and implement impactful communication strategies with measurable outcomes.
- Strong writing, editing, and content management skills, including familiarity with digital tools (such as Google, MailChimp, and Hootsuite).
- Proficiency in social media and website management and previous success in expanding audience reach and engagement.
- Knowledge of multimedia design, including infographics, data visualisation, and video production, and familiarity with digital tools such as AdobeSuite and Canva.
- Excellent project management skills with the ability to handle multiple responsibilities and work effectively within a collaborative team.
- Strong commitment to the IEJ's values of equity and transformation.
- Fluency in English and an ability to effectively communicate complex ideas.

CONTRACT

The contract is a full-time, 12-month role, with potential for renewal based on performance and funding.

SALARY (TCTC)

The salary range for the Senior Communications Officer in 2024 is between R687 700 - R899 300. However, we are currently in a phased three-year process of moving from existing (lower) ranges to the new ranges stipulated in the Remuneration Policy. Along with other staff members, the Researcher's salary would be increased annually until it sat within the new stipulated (inflation-adjusted) range.

LOCATION

This position is based in Johannesburg, South Africa.

The IEJ is committed to gender and racial equity and transformation and will consider this when reviewing applications.



The Institute for Economic Justice (IEJ) is a progressive economic policy think tank committed to advancing economic justice, systemic change, and the equitable distribution of resources to ensure rights realisation and planetary wellbeing.

www.iej.org.za

