



Job Title: Communications and Media Coordinator

Contract Duration: March 2025 - December 2025

Location: Braamfontein, Johannesburg

Salary: R 268,182.16 (for 10 months, March to December 2025)

Reports To: National Director, CoRMSA

About CoRMSA:

The Consortium for Refugees and Migrants in South Africa (CoRMSA) is a dynamic membership-based organisation dedicated to advocating for and protecting the rights of asylum seekers, refugees, and migrants. CoRMSA works to amplify the voices of immigrants, promote access to justice, and engage in collective advocacy. The organisation plays a critical role in raising awareness and driving action across civil society, with a focus on ensuring the human rights of refugees and migrants are respected both locally and globally.

Position Overview:

CoRMSA is looking for a skilled and passionate **Communications and Media Coordinator** to lead and manage its media strategy and communications efforts. The Coordinator will be responsible for enhancing the visibility of CoRMSA's work, focusing on issues that affect asylum seekers, refugees, migrants, and migrant children. This role requires someone with a strong background in media relations, content creation, and strategic communications. Reporting to the Executive Director, the successful candidate will work closely with CoRMSA staff, partners, and media to ensure consistent, effective communication both locally and internationally.

Key Responsibilities:

- **Media Monitoring & Research:** Stay on top of migration-related press opportunities and human rights issues, identifying key topics that align with CoRMSA's advocacy goals.
- **Strategy Development:** Work with internal teams and external partners to create compelling content for various platforms, including press releases, reports, blogs, social media, and strategic communications for media briefings and events.
- **Social Media & Website Management:** Oversee CoRMSA's digital presence, managing its website and social media platforms. Develop content that supports the organization's communications and marketing goals.



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- **Media Engagement:** Handle media inquiries, write press materials, and cultivate positive relationships with journalists and media outlets.
 - **Communication Management:** Serve as the central point of contact for all CoRMSA media communications, ensuring transparent, timely, and accurate updates to all stakeholders.
 - **Documentation & Reporting:** Keep detailed records of all media interactions, publications, and communication materials. Regularly report on media activities and outcomes.
 - **Relationship Building:** Develop and maintain strong connections with government bodies, institutions, and key media contacts. Represent CoRMSA at relevant forums, conferences, and public events.
 - **Fundraising Support:** Assist in identifying potential funding opportunities and contribute to drafting proposals.
 - **Advocacy & Lobbying:** Create and implement advocacy strategies, including policy submissions, press statements, and media campaigns, to address issues affecting CoRMSA's beneficiaries.
 - **Report Coordination:** Collaborate with CoRMSA members to gather and incorporate their reports, publications, and content into the organization's communication materials.

Required Skills and Qualifications:

- **Experience:** Minimum of 3 years in a communications and media coordination role, ideally within a civil society organization focused on migration or human rights.
- **Knowledge:** Strong understanding of migration issues, policies, and trends both in South Africa and globally.
- **Skills:** Exceptional organizational and multitasking abilities. Excellent written and verbal communication skills. Proficiency in media and communications tools/software.
- **Education:** Bachelor's degree in Journalism, Media Communications, Social Sciences, or a related field, or equivalent experience.
- **Mindset:** A pro-migrant attitude with a deep passion for human rights and social justice. Strong problem-solving abilities and adaptability in a fast-paced environment.
- **Work Style:** Ability to work independently and collaboratively within a team. Comfortable managing multiple projects and deadlines simultaneously.
- **Additional Skills:** Experience with public speaking, graphic design, and multimedia production is highly desirable.
- **Travelling:** On occasional basis, you will be required to travel both locally and internationally.



How to Apply:

To apply, please submit the following documents to info@cornsa.org.za by **4:00 PM on 13th February 2025** and for more information contact Gloria Makxeta on 011 403 0033:

- CV
- Cover Letter
- Two reference letters with valid contact details
- Two samples of previous communications and media work
- Certified copies of your valid South African ID/Permit/Passport and work permit (if applicable)