



Terms of Reference

Summary of role: Mid-Level Knowledge Management

Position Title: Knowledge Manager

Location: SSN Cape Town, South Africa

Remuneration: R25,000

Duration: One year fixed-term contract with potential to renew

Start date: ASAP

Role summary: SouthSouthNorth is a non-profit organisation working on projects that promote sustainable development and address climate change. Within SouthSouthNorth, the Knowledge Management Hub has identified the need for increased capacity. This Terms of Reference outlines the role identified for a mid-level Knowledge Manager. The tasks for this role will involve supporting the team in knowledge- and communications-related responsibilities for SSN programmes.

Roles and responsibilities

- Conceptualisation and implementation of knowledge management and communications strategies for SSN programmes
- Production of knowledge products, including publications, videos, podcasts etc
- Writing blogs/stories
- Formatting, editing and proofreading documents
- Content planning and website updates (via a Wordpress or similar back-end)
- Social media planning (via Hootsuite or similar)
- Liaising with service providers e.g. designers, videographers, web developers, printers
- Tending to media organisation requests, writing and disseminating press releases, maintaining SSN's media contacts database
- Branding and marketing of SSN programmes and materials
- Co-ordinate SSN's presence at external events and liaise with media/journalists attending
- Mailing list management and newsletter production and dissemination (via Salesforce, Mailchimp or similar)
- Contribute to SSN's learning strategy
- Monitoring analytics and dissemination of materials/content

Design, photography and video

- Create and develop audio visual content to communicate lessons and results, such as films, short videos, slide decks, infographics and animations
- Photograph and video events and 'talking heads' interviews
- Prepare power point presentations and graphics

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Qualifications and experience

Essential

- Professional experience (at least 3 years) in knowledge management, communications, marketing
- A strong grounding in climate change and/or international development
- Excellent attention to detail, and planning, administration and organisational skills
- Ability to manage multiple deadlines and prioritise tasks efficiently
- Excellent English verbal and written communication skills
- Willingness to travel within Africa and internationally
- Computer literacy in MS Office, database & website software, and technology and social media friendly

Desirable

- Photography and video skills, proficiency in visual storytelling and graphic design
- Working knowledge of French and/or Spanish
- A thorough understanding of delivering communications campaigns within a non-profit as well as within the international development / climate change arenas
- Relationships with global and regional (Africa) media outlets

Qualifications

- Degree in English, communications, journalism OR social science (including international development, political science or economics) OR natural science (including biology, environmental science or geography).

Application process

To apply, please complete the following Google form and upload your C.V and cover letter via this link:

<https://goo.gl/forms/4a0uHbHgp7Zqvo2x2>

Applications will close at 10am on Monday, 8 October 2018. No late applications will be permitted and we will contact shortlisted candidates within two weeks of the closing date. If you are not contacted within this time period please consider your application unsuccessful. Unfortunately we are not able to offer feedback on any application made for this job posting. SouthSouthNorth reserves the right to not make an appointment.