

TERMS OF REFERENCE

Position Title: Communications Manager - Africa and Global

Name of Project/ Programme: Climate and Development Knowledge Network (CDKN)

Practice Area or Hub: Climate and Development Implementation

Remuneration: R50 000 - R70 000 (commensurate with experience)

Location: Preference for Cape Town, South Africa (hybrid work environment). International candidates comfortable with remote working are welcome to apply.

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About CDKN

CDKN works to improve the well-being of the most climate-affected people in the global South, especially marginalised groups, through transformative climate-resilient action. We work in partnership with public, civil society and private sectors to mobilise knowledge, leadership and capacity in the global South from local to global levels.

CDKN is a global Southern-led programme founded in 2010. The programme is managed by SouthSouthNorth in South Africa, and implemented in partnership with Fundación Futuro Latinoamericano in Ecuador and ICLEI South Asia in India. CDKN's current five-year phase (2022-2027) is focusing on accelerating equitable, financed and ecosystem-based action on climate change that is locally-led and

strengthens the voice and climate leadership of disadvantaged groups at community level. During this phase of implementation, significant attention will be given to knowledge brokering in and for the African continent and extending the reach of CDKN's influence to include Francophone Africa.

Role summary:

The Communications Manager will be responsible for strategising and implementing communications and digital outreach for the Africa CDKN programme predominantly as well as globally. CDKN is seeking a motivated individual who is fluent in English and French, has knowledge of the African climate resilience space, is a team player and thrives working in a fast-paced environment.

Reporting to CDKN's Knowledge and Outreach Manager, this position will be housed within the knowledge and communications team based at SSN. The Communications Manager will work across the three regional teams plus the global team, but will work predominantly and most closely with the Africa programme team on their communications outreach. This communications position will be key in sharing the Africa programme's work through CDKN channels and beyond and 60 - 70% of their time will be allocated to Africa-related communications and outreach. CDKN's Africa programme is focused on five priority countries: Ghana, Namibia, Kenya, Ethiopia and Senegal, and has recently disbursed five knowledge-to-action (K2A) grants that will be active over the next 2-3 years. The programme also implements an Africa-wide regional programme that focuses on empowering young people, amplifying African research, supporting interregional ecosystem-based adaptation and advancing inclusive finance.

The Communications Manager will also be required to share information and engage with SSN's Knowledge Management Hub to ensure synergy between CDKN and other SSN programmes.

Roles and Responsibilities:

Communications strategy and campaigns

- Work with the team to develop and implement communications strategies and campaigns for the CDKN Africa programme and the CDKN programme at the global level.
- Broaden CDKN's Africa outreach profile across Francophone Africa and incorporate the communication of Francophone African climate action into CDKN's communications.
- Advise the Africa country teams and five CDKN K2A grantees on communications formats appropriate and relevant to their contexts and support them to share their work effectively.

- Support the Asia and Latin America teams with their communications strategies and ensure a coherent approach across the three regions.

Digital outreach and social media

- Coordinate digital outreach efforts for the CDKN programme, including social media posts, arranging cross-posting on other websites, and disseminating to external mailing lists, the media (where appropriate), newsletters, and key online knowledge portals.
- Where necessary, create and develop audio-visual content for social media, including social media cards, GIFs and short videos.
- Help identify blog topics, commission blogs and write/edit articles for the CDKN website, as well running blog campaigns for specific topics and events.
- Lead on general website maintenance and development, including liaising with CDKN's website developers.
- With the Communications Assistant, put together and send out an external newsletter on a monthly basis.

Global and regional outreach and engagement

- Help promote CDKN events (webinars, virtual and face-to-face side events at conferences, workshops, peer-learning events etc) in the run up to the events, during the events, as well as undertaking any of the required post-event wrap up communications.
- Manage the production of CDKN promotional materials i.e. programme brochures, banners etc.
- Photograph and video events and 'talking head' interviews, where necessary, or manage external suppliers to do so.
- When required, prepare press releases and media announcements, and coordinate media coverage around key project events.

Internal/cross-regional collaboration and learning

- Support, share learning and collaborate with regional hubs in Asia and Latin America on their digital communications and outreach activities.
- Share information and engage with SSN's Knowledge Management hub, in order to contribute to SSN's KM efforts. This may involve producing blogs and updates to SSN's website, contributing to brown bags, and contributing to building SSN's communications systems.

- Help to ensure CDKN branding and photo guidelines are adhered to by all CDKN alliance partners and suppliers / delivery partners.

Monitoring, evaluation and learning

- Support with collecting relevant communications-related data for the CDKN MEL centre and donor reports where required.
- Oversee the communications assistant to prepare simple monthly reports on website data and social media analytics to track and report on the use of web content.

Competence and personal qualities

Essential

- Minimum of five years relevant working experience in communications within a non-profit or international development environment, preferably on climate change / environment / development related issues.
- A thorough understanding of the digital landscape, including social media.
- Proven track record designing and executing successful communications and social media campaigns within a non-profit / international development environment.
- A high level of interest and sound knowledge of climate change and development issues.
- An ability to interpret complex climate and development issues into effective communications messages that engage diverse audiences.
- Excellent talking, writing and editing skills in English and **French**.
- Ability to work under pressure with multiple competing demands.
- Willingness to travel within Africa and internationally.

Desirable

- Experience engaging confidently with the media.
- Relationships with both global and regional (Africa) media outlets.
- Knowledge of the African climate media and communications landscape.
- Photography and video skills, proficiency in graphic design highly advantageous.

Qualifications and experience

- At least 5 years' experience in a similar role, demonstrating a successful track record.
- Relevant tertiary qualification.

The candidate will be required to complete a writing and conversation test (in his/her/their second language) at the first interview.

Application process

To apply, please complete the following [Application form](#).

Applications will close at midnight on **28 April 2024**. Shortlisted candidates will be contacted within two to three 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.

SSN is committed to providing equal opportunities and practicing affirmative action employment relating to race, gender and disability.

SSN reserves the right not to make an appointment.