Title: Communication and Networking Manager
Department: Graduate School of Development Policy &
Practice
Faculty: Commerce

The Graduate School of Development Policy and Practice (GSDPP) provides professional and academic training for senior public officials and those engaged in public policy in South Africa and other African countries. The School promotes the development of strategic public leadership, including a strong emphasis on accountability and trust in governance.

The Graduate School of Development Policy and Practice is currently seeking to appoint a **Communication and Networking Manager.**

Contract Type:
This position will be a 2 years fixed term contract on T1 conditions of employment.

Purpose of Job:

The Communications and Networking Manager is a writer-editor and communications position which is responsible for managing external communication with the research and public policy communities on all programme areas of the GSDPP. The incumbent's responsibilities include managing electronic newsletter content and contacts; writing updates for and managing the School website; supporting the School's effective engagement in social media; organizing relevant photo and video archives; editing manuscripts for scientific or research journals, working papers series, conference proceedings and workshops, and preparing reports and proposals. A key role for the manager will be alumnus development and broader network development such as developing partnerships with NGOs, government departments and other key partners.

The Manager will contribute to the communications strategy for the school, the marketing of GSDPP products and programs, alumni and networking support and help to ensure that staff members are clear on which communications procedures and policies are to be followed under UCT.

RESPONSIBILITIES:

1. Produce, compile and/or sub-edit communications and marketing documents for external media, electronic communications, social media and the School's website

2. Assist in the development and updating of a communications strategy

3. Maintain and keep up-to-date a database of contacts for electronic newsletters and other communications of the school

4. Play a key role in developing and deepening working relationships with external partners including organisation's in government and civil society

5. Assist in fundraising activities and proposal development activities

6. Convert research results, where appropriate into suitable products for key stakeholders

7. Serve as the principal in-house editor for publications and ensure adherence to the UCT's and GSDPP's corporate/institutional style and visual identity

8. Coordinate editorial aspects of production and publication of materials; assist graphics designer in creative pre-press process

9. Oversee the production process, providing final approvals for final layouts

10. Manage the School website (on Drupal), updating content regularly

11. Support other staff to develop their presentation and media interview skills to communicate a more polished image of the organization and its professionals

12. Assists in media relations – identifying story ideas and working with UCT and its Commerce Faculty's communications and marketing departments

13. Set up and manage photo and video bank

14. Edit photos for use - retouch, crop and optimize images as needed

15. Work with other staff to develop multimedia content for presentations and website as needed

16. Any other tasks required by the Director or managers

Requirements

1. A suitable diploma or degree in communications or related field with 5 years' relevant experience in communications.

2. Excellent writing, proof-reading and editing skills in English

3. Excellent communication and interpersonal skills. Strong organizational skills and ability to produce under a heavy workload with competing priorities.

4. A commitment to and sufficient knowledge of socio-economic development and leadership development

5. A good network in the media community

6. Familiarity with graphic design, social media communication, and excellent written English for both scientific and popular audiences a plus

7. Not-for-profit and development policy and practice experience a plus

8. Three writing samples of different types submitted as part of application process.