

Job Profile

Position Title: Communications Manager – International Policy & Outreach

Location: Cape Town Office

Reports to: Director of the Office

Position Type: Full-time

The Heinrich Böll Stiftung/Foundation (HBS/HBF) is a German Political Foundation, affiliated to the "Alliance '90/The Greens" political party. As part of a global green network, HBF works with more than 100 project partners in over 60 countries and currently maintains 33 international offices. Since 1989, the Cape Town office has been actively engaged in Southern Africa, promoting democracy and human rights, advancing gender equality, and supporting efforts to prevent environmental destruction. We collaborate with civil society actors, academics, and political decision-makers in South Africa, Zimbabwe, and Namibia, as well as with the Foundation's partners across the Global South. Our international work fosters South–South–North dialogue on just and crisis-resilient development pathways for the African continent, approached through a feminist and decolonial lens, and grounded in African perspectives. All of our efforts are rooted in decolonial, intersectional, and justice-oriented approaches to development, with a strong emphasis on Africa and the Global South.

The Cape Town Office is seeking a **Communications Manager – International Policy & Outreach** to join our team on a fixed-term contract in advancing a shared vision of feminist-based social-ecological transformation. We are looking for a strategic and creative communicator with deep political insight and strong media instincts. The successful candidate will assist the office's external communications, curating powerful narratives and amplifying our voice—and that of our partners—across local and global platforms. He/she/they will work closely with programme managers to translate complex political and policy issues into accessible, compelling content that shapes public discourse and drives systemic change.

This role offers a unique opportunity to influence international narratives, challenge entrenched power structures, and contribute to transformative change through bold, justice-driven communications. It is ideally suited to someone who thrives at the intersection of public relations, journalism, and international politics, and who brings a passion for storytelling, movement-building, and feminist advocacy.

Key Responsibilities

Strategic Communications & Content Development

Co-develop and implement the Cape Town office's communications and visibility strategy.

Lead or support the creation of high-quality content—including articles, reports, policy briefs, and multimedia—aligned with the organization's mission and international political work.

Work closely with programme managers to turn advocacy and research outputs into compelling public narratives.

Narrative Strategy & International Policy Engagement

Monitor and coordinate responses to developments in global governance, international politics, and relevant local/regional policy spaces; ensure timely updates and analysis for the Cape Town team. Support messaging for participation in international policy forums, civil society platforms, and media engagements.

Translate programmatic insights and outcomes into accessible stories and commentaries that influence global discourse on social and ecological justice.

Media Relations & Public Outreach

Build and maintain relationships with journalists, editors, media outlets, and digital influencers across the region.

Draft and commission op-eds, press releases, and opinion pieces linking relevant feminist and ecological perspectives to current events and policy debates

Proactively pitch stories, interviews, and commentary to mainstream and alternative media, positioning the organization as a thought leader.

Digital Media & Online Engagement

Manage the Cape Town office's digital presence, including its website and social media platforms; monitor engagement metrics to refine strategy.

Oversee online community interactions to ensure respectful, values-aligned dialogue.

Support the creation of digital campaigns linked to programmatic milestones, key publications, and annual events.

Event Communications & Representation

Manage communications at HBF public events—such as dialogues, launches, and advocacy campaigns.

Represent the organization in public forums, facilitating or speaking at events related to international policy and global justice, when needed.

Qualifications & Experience

A degree in Journalism, Communications, International Relations, Political Science or any related field

Minimum of 5 years of experience in communications, journalism, or media relations preferably in the NGO, advocacy, or policy-driven sectors.

Strong understanding of international politics, global governance institutions, as well as feminist and decolonial thought.

Familiarity with African and Global South political landscapes and media environments.

Proven ability to communicate complex issues clearly and accessibly across diverse platforms and audiences.

Exceptional writing and editing skills; a portfolio of published work or media placements is an asset.

Proven experience managing social media platforms and online engagement strategies; website management is an advantage.

Proficiency with communications tools (e.g., CMS platforms, design/layout software, analytics tools) is a plus.

Fluency in English required; additional languages an advantage.

Key Competencies & Attributes

Politically astute and media-savvy

Strong strategic thinker and creative storyteller

Collaborative, empathetic, and committed to feminist values

Excellent interpersonal and cross-cultural communication skills

Self-directed, with the ability to manage multiple projects under pressure