



## **TERRE DES HOMMES (tdh) GERMANY**

### **Southern Africa Coordination Officer (SACO)**

#### **REGIONAL COMMUNICATIONS OFFICER**

**The tdh Southern Africa Office is looking for a dynamic individual with sound records in media and communications and with at least 3 years' experience as a communication Officer with Non-profit Organizations**

**Workplace: Johannesburg, South Africa**

**Type of contract: This is a 1 year part-time service provision contract (96 hours per month, 12 days a month) with the possibility to be extended.**

**Work modalities: A mix of hybrid office/ remote work**

**Start date: 01.04. 22**

#### **1. Introduction to tdh and background**

Terre des hommes (tdh) Germany is an international child rights non-profit organization which supports community based organizations (CBOs) and non-governmental organizations (NGOs) improving the living conditions of children and ensuring a fairer world where children's rights are fully realised. Tdh does not implement projects directly but establishes partnerships with local civil society organizations who work closely with rights holders (Children and youth) and duty bearers (caregivers, community members, schools, government, parliamentarians, other) and know better how to achieve sustainable changes that ensure children's rights are respected and fulfilled.

The Southern Africa Coordination Office, referred to hereafter as Tdh SACO, comprises one regional office in Johannesburg and two national offices in Zimbabwe and Mozambique, manages and coordinates tdh programme in five countries in Southern Africa (South Africa, Zimbabwe, Zambia, Mozambique and Namibia).

Tdh communication and fundraising work is mainly conducted in the Head Office in Germany, where tdh SACO donors are based. However, the responsible departments in the

Head Office need quality relevant, quality and timely communication materials from Southern Africa programme, in order to raise the visibility of tdh SACO work, its relevance and impact.

## **2. Responsibilities and tasks:**

### **Overall responsibility:**

The **Regional Communications Officer** is responsible for the effective, timely and relevant internal and external communication of the Southern Africa Programme and for enhancing its visibility to various key audiences (mainly in Germany), in line with Regional and overarching communications and fundraising priorities of the organization.

This is realised under the supervision and strategic guidance of the Regional Coordinator and in close cooperation with the country coordinators and project officers in Zimbabwe/Zambia and Mozambique as well as in coordination with the communications department at HQ and its units.

### **General Tasks:**

- Together with SACO management, regional and country staff, carry out an assessment of gaps, weaknesses, strengths, and opportunities for improving SACO communication and visibility.
- Explore tdh HQ communication and fundraising needs and expectations regarding the Southern Africa Programme and agree on working relations and processes
- Based on prior assessments, to develop and implement regional communications strategies and activity plans, in support of the Regional Office programme, and ensuring alignment with the global communications priorities of tdh.
- Fact-checking, editing, and production of professional media and communications materials for various audiences and ensuring their timely dissemination and amplification via SACO and Head Office communications channels (Websites, Facebook, other...)
- Create or facilitate production of visually appealing and easy to read SACO annual reports.
- Manage SACO website and social media channels, ensuring that they present quality information and show the impact of the programme to children and youth
- Plan and facilitate the production of high-quality media and multimedia content as per communications needs and priorities and advise Country Coordinators/ Project

Officers and Coordinators about activities and budgets to include in selected flagship project proposals.

- Organize missions and field trips with media, donors and other official visitors in support of tdh SACO and its work, in coordination with the Regional Coordinator, Country and Regional programme staff and relevant departments at Head Office.
- Provide considered professional communications advice to SACO Regional Coordinator and other senior staff of TDH SACO on an ongoing basis.
- Train/ provide regular coaching of SACO staff, partners and youth network coordinators, to provide relevant, quality and timely communication materials.
- Any other tasks related to his/her area of work as requested.

### **3. Profile of Candidates**

#### **Qualifications and Professional Experience:**

1. A degree in journalism, communications or any other relevant field for the job position.
2. At least 3 years of experience in similar positions in the NGO sector, preferably with international NGOs.
3. Experience in human rights and child rights programmes as a communication officer will be highly valued.
4. Experience in planning and implementing communication strategies.
5. Work experience from an international/multicultural environment.
6. Track record of producing high quality communication materials for NGOs (1 sample to be attached to the application)
7. Excellent skills in graphic design of reports and publications, as well as child-friendly publications will be highly valued.
8. Excellent command of English, both written and spoken. Fluency in Portuguese and/or German will be a plus.
9. Understanding of child safeguarding and gender/ diversity/ inclusion issues in communication and in the workplace.

**Personal characteristics/interpersonal skills (to be assessed during the selection process):**

- Ability to synthesize information and convert into a language understandable to tdh staff and external stakeholders.
- Excellent oral and written communications skills with ability to engage and motivate audiences through presentations and articles.
- Attention to details.
- Ability to respond promptly to requests. / High reliability in the timely completion of tasks and external communication.

**Other skills:**

- Excellent team working ability and time management skills,
- Capacity to work under pressure and willingness to walk the extra-mile when needed.

**Other requirements:**

- Permanent residence in South Africa
- Drivers Licence
- Availability to travel when and where required.

The selected candidate must commit to tdh child safeguarding code of conduct. Tdh child safeguarding policy and procedures include **screening the selected applicant on criminal charges on child offenses prior to contract signing.**