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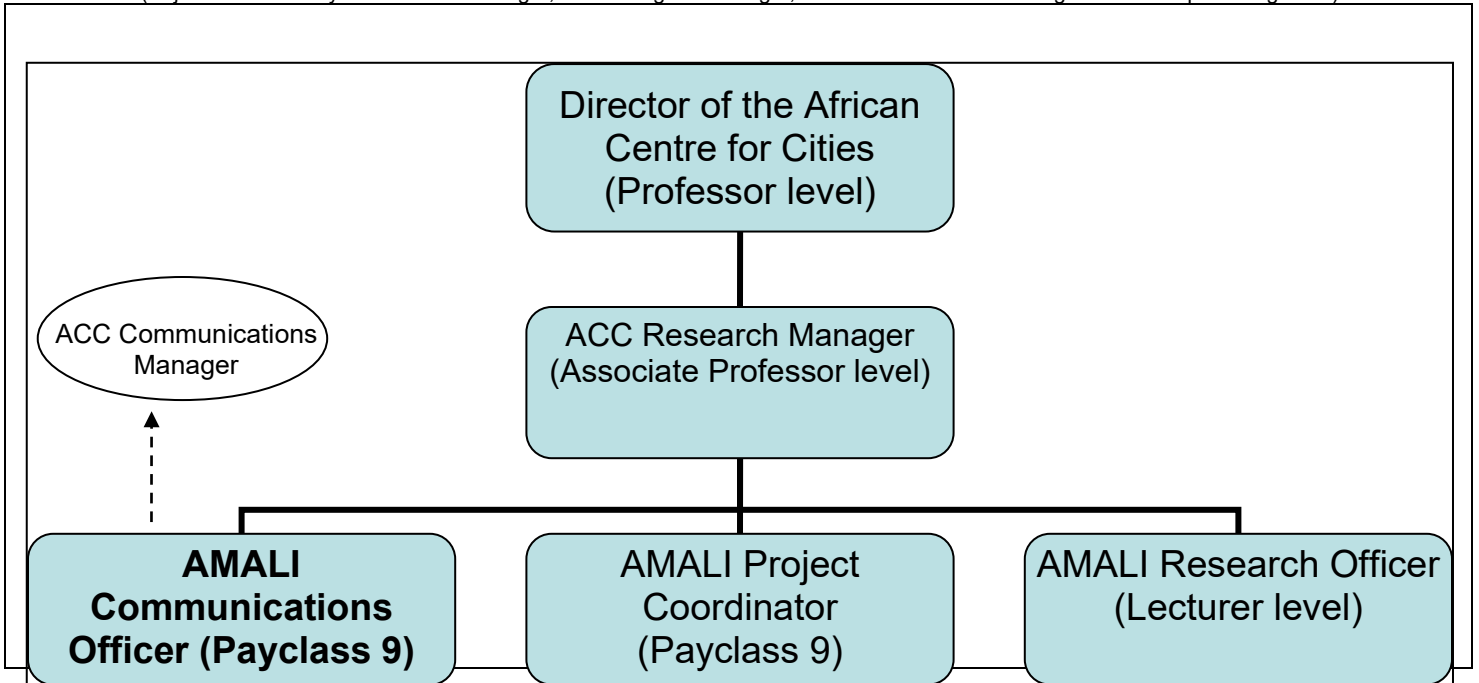
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	AMALI Communications Officer		
Job title (HR Business Partner to provide)	Communications Officer		
Position grade (if known)	Payclass 9	Date last graded (if known)	
Academic faculty / PASS department	Engineering and the Built Environment		
Academic department / PASS unit	School of Architecture, Planning and Geomatics		
Division / section	African Centre for Cities		
Date of compilation	2023		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The AMALI Communications Officer will be required to undertake communications functions for the AMALI project, in consultation with the AMALI team and the ACC communications team. This will include developing and overseeing an AMALI communications strategy and brand rollout, managing the AMALI website and social media channels, content creation, media management, stakeholder engagement (for example, the AMALI alumni network), helping organize events, and production management of AMALI materials (for example, for the City Leadership Forum).

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Developing and managing overall communications strategy	10%	<ul style="list-style-type: none"> • Develop, monitor, evaluate and regularly update communications and branding strategy for AMALI. • Liaise with the AMALI team and ACC communications team on the development and implementation of the AMALI communications and branding strategy. • Participate in regular AMALI project team meetings to ensure alignment with AMALI activities. 	<ul style="list-style-type: none"> • Effective AMALI communications and branding strategy developed and implemented. • Ongoing alignment of the AMALI communications and branding strategy with other AMALI activities.
2	Website management	15%	<ul style="list-style-type: none"> • Manage the AMALI website to make sure it is up to date (including updating names/bios of advisory board members, participants and team members). • Regularly write/edit and post new content for the AMALI website. • In consultation with the AMALI Urban Governance Research Lab, to help with the development of the database interface. • Ensure, in consultation with the AMALI Urban Governance Research Lab team, that the database component of the AMALI website is regularly updated. • Undertaken regular website quality checking for broken links, formatting errors etc. • Ensure that the AMALI website is widely publicized. • Regularly monitor usage of the website and make recommendations for improvement. • Lead the process of procuring and managing any consultants and service providers required for developing, hosting and maintaining the AMALI website or components of the website. 	<ul style="list-style-type: none"> • Website is kept up to date. • Website as accurate, error free content and formatting. • All service providers are commissioned timeously, well-managed and invoice on time. • Impact of website is regularly monitored and evaluated. • Website user statistics grow over time.

3	Manage social media channels and newsletters	10%	<ul style="list-style-type: none"> • Manage and make sustainable improvements to the primary social media content channels for projects, including but not limited to Twitter, Instagram, Linked In, Facebook and Youtube. • Linked to this, launch and manage newsletter updates for various AMALI target groups, for example, via e-mail or WhatsApp. • Launch and maintain and/or strategically eliminate social media channels as needed, based on goals and priorities. 	<ul style="list-style-type: none"> • Social media content channels and newsletters function effectively. • Communication outputs are aligned to AMALI's overall branding and communication strategy and AMALI activities. • AMALI's social media reach grows over time.
4	Content creation	15%	<ul style="list-style-type: none"> • Regularly engage with AMALI team to generate content for the AMALI website, social media channels and newsletter. • Collect, write and/or edit relevant content on AMALI's activities and impact or which contribute to AMALI's goal of developing the capacity of city leaders. • Assist the AMALI researchers with the editing, layout and design, translation and printing of research outputs, such as reports, policy briefs, brochures, etc. • Lead the process of procuring and managing any consultants and service providers required for developing/producing research outputs. • Maintain photo and video archives for AMALI. • Ensure that communications activities are included in narrative reports. • Evaluate effectiveness of outputs. 	<ul style="list-style-type: none"> • New high-quality content for AMALI website, social media channels and newsletter is regularly created. • All AMALI research outputs, such as reports, are of good quality and reflect the AMALI brand. • AMALI video and photo archives maintained and used. • All service providers are commissioned timeously, well-managed and invoice on time.
5	Supporting AMALI city leaders with communications	15%	<ul style="list-style-type: none"> • Engage with selected city leaders (either online and/or through visits to their cities) to establish communication needs relating to the communication of their legacy goals. • Engage with city leaders to help them assess what they need so that they can brief and retain the necessary services themselves to provide for their communication needs. • Document and develop materials that will be of use to wider audience of city leaders in communicating their legacy goals to various target groups. 	<ul style="list-style-type: none"> • Appropriate support for communication needs of city leaders provided to selected city leaders. • Materials developed to help city leaders in communicating their legacy goals to various target groups.

6	Relationship management/ Stakeholder relations	5%	<ul style="list-style-type: none"> • Assist the AMALI project manager with communications with participants/alumni of the AMALI programme where necessary. • Build relationships with researchers, city leaders in the AMALI programme and other stakeholders. • Manage relationships and deadlines with external vendors or contractors as needed. • Work closely with the ACC communications team and others at the university to ensure content sharing. • Create, manage and build relationships with scientific publishers, journals, editors, authors and other scientific dissemination platforms in Africa and globally. 	<ul style="list-style-type: none"> • Effective relationships built with researchers, city leaders in the AMALI programme and other stakeholders, scientific publishers, journals, editors, authors and other scientific dissemination platforms in Africa and globally. • The AMALI communications work is aligned with ACC and UCT.
7	Help organise events	10%	<ul style="list-style-type: none"> • Assist the project manager in organising online events (e.g. the pre-Forum and post-Forum) online sessions, including briefing speakers, designing invitations and agendas, organising translation, creating online meeting links, and ensuring online meetings run smoothly. • Assist in organising all other events, such as the City Leadership Forum, Cohort Reunions and Advisory Board Meetings, particularly with regards to communication (AV, translation), production of materials (curriculum, bios, programme, collateral materials, etc.). • Assist in the process of procuring and managing any communications-related consultants and service providers required for events, e.g. AV, translators, for example, assist in writing briefs. 	<ul style="list-style-type: none"> • All AMALI events run smoothly. • All service providers are commissioned timeously, well-managed and invoice on time.
8	Materials production	10%	<ul style="list-style-type: none"> • Oversee the design and production of all AMALI materials, for example workbooks, documentary films, programmes, and collateral materials such as branded bags, branded pens, branded notebooks, etc. • Ensure all AMALI materials are of good quality, are produced timeously and reflect the AMALI brand. • Lead the process of procuring and managing all suppliers and service providers for the production of AMALI materials. 	<ul style="list-style-type: none"> • All AMALI materials are produced timeously are of good quality and reflect the AMALI brand. • All suppliers and service providers are commissioned timeously, well-managed and invoice on time.

9	Communication and record Maintenance	5%	<ul style="list-style-type: none"> Maintain an efficient and effective paper and electronic filing system for AMALI communications activities. Compile information for project progress reports. Keep record of all programme outputs and media activity. 	<ul style="list-style-type: none"> Effective and efficient records of all communication activities maintained.
10	General ACC	5%	<ul style="list-style-type: none"> Attend strategic planning meeting, ACC staff meetings and other relevant events. Provide regular progress reports on project status, project deliverables, metrics, outcomes, and impact. Ad hoc involvement in ACC activities as identified by the Director or Deputy Director of the ACC. 	<ul style="list-style-type: none"> Progress reports distributed on time, to required standards. Attendance and participation at key ACC meetings.

MINIMUM REQUIREMENTS

Minimum qualifications	Relevant diploma or degree
Minimum experience (type and years)	At least five years relevant work experience in communications, including managing websites and social media channels, the design and production of publications and other materials, and organising events.
Skills	<p>Minimum requirements:</p> <ul style="list-style-type: none"> Familiarity with graphic design and social media communication Excellent writing, proof-reading and editing skills in English. Excellent communication and interpersonal skills. Ability to work well in a team. Ability to work well in a pressured environment with competing priorities. <p>The following skills would be advantageous:</p> <ul style="list-style-type: none"> Fluency in French.
Knowledge	Knowledge of the latest social media communication technologies and tools. Knowledge of urban issues in Africa would be an advantage
Professional registration or license requirements	None

Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> • Experience in working with researchers would be an advantage. • Strong networks and experience working in/with other parts of Africa and Africa-focused researchers/centres would be an advantage. 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Scientific Publishing and dissemination management, Writing and editing skills	2	Web design	2
	Work independently	2	Computer Literacy	2
	Knowledge of social media platforms	2	Information gathering and networking with African and global publishers, research centres and senior researchers	2
	Scientific Publishing and dissemination management, Writing and editing skills	2	Web design	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Communications and branding for AMALI, content creation and relationship management
Amount and kind of supervision received	Will report to the ACC Research Manager with a dotted line to the ACC Communications Manager.
Amount and kind of supervision exercised	Will need to work independently and will be required to manage consultants, service providers and interns/student assistants where needs be.
Decisions which can be made	
Decisions which must be referred	

CONTACTS AND RELATIONSHIPS

Internal to UCT	ACC academic and support staff (especially the AMALI team and Bloomberg Data Programme team)
External to UCT	Big Win, consultants and service providers, participating city leaders and local governments, other key international stakeholders (such as the African development Bank)