



COMMUNICATIONS MANAGER J-PAL AFRICA

(Payclass 10; T1, 24 months, Soft-Funded)

**J-PAL Africa in the Southern Africa Labour and Development
Research Unit, School of Economics**

Faculty of Commerce

The Abdul Latif Jameel Poverty Action Lab (J-PAL) consists of a global network of academics who specialize in conducting randomized evaluations of social policies/programs to generate scientific evidence about what works in the fight against poverty. J-PAL's policy group analyses and disseminates research results and builds partnerships with policymakers to ensure that policy is informed by scientific evidence, and effective programmes are scaled up.

J-PAL Africa seeks a Communications Manager to support its mission of promoting evidence-based policymaking. The Communications Manager will lead on developing creative approaches to communicating complex research methods and results in written and visual formats, including both print and digital. The Communications Manager will support communications efforts that contribute to J-PAL Africa's mission of promoting evidence-informed policy and expanding the reach of our research, policy, and training outputs.

The J-PAL Africa team provides supportive management structures and offers flexibility for accelerated growth by supporting proactivity and encouraging top performers to expand and develop their portfolio.

Requirements for the job:

- NQF 7 qualification (Bachelor's degree) in economics, political science, public policy, marketing, communications, journalism, or related field.
- A minimum of 4 years of relevant experience; including communications work related to poverty reduction, public policy, impact evaluations, or evidence-informed policymaking in government and/or NGOs.
- Advanced writing and oral presentation skills in English, particularly the ability to communicate technical research to policymakers in a non-technical manner.

Advantageous:

- Demonstrated ability to read and analyze rigorous quantitative research, including randomized evaluations, as well as interpreting and sharing policy lessons from randomized evaluations.
- Completed coursework in microeconomics, econometrics, and development economics.
- Writing and oral presentation skills in French.
- Familiarity with Drupal or other web Content Management System and Marketing Cloud for Salesforce.

Responsibilities include:

- **Writing and communication:**
 - Design and lead the execution of the annual communications strategy to advance top organizational goals, including the dissemination of research insights through high quality audience-sensitive content, greater use of research results in policymaking, refinement of the J-PAL Africa brand and expansion of its reach, and tracking progress through intelligent metrics.
 - Engage regularly with J-PAL Africa's policy, training, and research verticals through field visits to research sites, and meetings with staff and leadership, to identify ways to support the different verticals as well as to inform the pipeline of upcoming public-facing content.
 - Communicate about J-PAL Africa's work in various formats, including managing J-PAL Africa's social media channels, traditional media outreach, and email campaigns.
 - Support in the drafting of presentations for in-person events, and occasionally presenting publicly with J-PAL partners; support presentations for extremely high-level policy events with Ministers, senior government officials, J-PAL affiliated professors, and senior J-PAL staff.
 - Develop J-PAL Africa's media pipeline and journalist relationships to increase news coverage of our research insights and policy influence.
 - Manage the J-PAL Africa page on the J-PAL website; keep content up-to-date and advise on new web page features as needed.
 - Help produce (through script writing and storyboarding, in collaboration with J-PAL's video team) short videos showcasing research projects and policy partnerships.

- **Partner outreach and evidence dissemination:**
 - Support the identification of dissemination-ready stories and the creation and design of innovative content, in the form of thought leadership articles, newsletters and email campaigns, social media, digital reports, and multimedia products like videos and infographics, in collaboration with the research, policy, and training teams.
 - Meet with and build relationships with key partners in government, major international NGOs, foundations, and donor agencies, sometimes independently and sometimes with J-PAL affiliates or other senior staff.
 - Prepare presentations on J-PAL, evidence-informed policy, and specific lessons from the evidence base relevant to partners' priorities.
 - Organize online and in person seminars and conferences, with support from other J-PAL Africa colleagues, to support research dissemination, capacity building, and project development.
- Perform other tasks as required to support organizational development.

This is a two-year, fixed term, contract position with the potential for extension and will be based in Cape Town. The annual cost of employment is between R612 625 and R720 734 depending on qualifications and experience. As the cost of employment is being paid from externally derived funds, this appointment is subject to the availability of funding. Recruitment will follow UCT's hiring procedure and remuneration is commensurate with UCT pay-scales.

To apply, please complete [this short application form](#).

As part of the application, you will be required to attach a **single PDF file** containing the following documents:

- UCT Application Form HR201 (download at <https://forms.uct.ac.za/hr201.doc>)
- A letter of motivation clearly addressing your qualifications for the various responsibilities listed above
- Curriculum Vitae (CV) (no more than 3 pages)
- Transcripts of your university degrees. Note this is required even though it is not called for in the HR201.
- Please ensure that the PDF is named "Yourname_JPAL_CommunicationsManager".

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and will likely be required to undergo an assessment process before interview rounds.

Website: www.povertyactionlab.org

Reference number: E24721

Closing date: 19 August 2024

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.