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**COMMUNICATIONS OFFICER
1 YEAR FULL-TIME FIXED-TERM CONTRACT
HEAD OFFICE, OBSERVATORY**

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

Main Purpose:

To take responsibility for the organisation's communications with different targeted audiences, promote the brand and overall assist to positively promote the organisation.

Requirements:

- Relevant tertiary qualification (Marketing, Communications or Media Studies)
- Minimum two years' experience in a similar field with a focus on digital communications
- Valid Driver's licence and own transport is essential
- Literacy in WordPress and Adobe design packages is advantageous
- Knowledge of social media platforms and how they can be deployed as well as guidelines, policies and best practices
- Computer literate in Microsoft Office 365 and google docs
- Excellent writing, editorial and visual communication skills
- Strong organisational skills and good planning
- Ability to work under pressure and be deadline orientated
- A dynamic self-starter who can work independently and has an eye for detail

Responsibilities:

- Writing, summarising and editing of news items
- Researching and fact-checking articles and news
- Uploading of images and news onto online platforms
- Managing live social media, including content, design and scheduling
- Develop blogs/news ideas and provide editorial and editing assistance
- To develop a website maintenance plan and put the required communication structures in place
- Maintain, oversee and manage Company Identity e.g. templates and signatures in company projects, marketing materials including presentations, communication and marketing
- Analytics and reports
- To compile the 2019-2020 Annual Review for the organisation
- Perform other related duties as required

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

www.desmondtutuhivfoundation.org.za

Values fit: Passion Innovation Progress Integrity Respect Excellence

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 16th April 2019 Job reference: #DTHF/C013. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives.

We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorize Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilize said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organization committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za