

JOB PROFILE

SECTION A: JOB TITLE

A.1 JOB IDENTIFICATION	
1. Job Title	Communications and Research Associate
2. Job Grade	C3

A.2 LOCATION OF POSITION	
Division	CEO Office
Department	Communications
Base location	Johannesburg, South Africa or in the Southern Africa region

A.3 REPORTING LINE	
Line Manager	
	Chief Executive Officer (CEO)
Number of Direct Report(s)	
	N/A
Number of In-Direct Report(s)	
	N/A

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POSITION

B.1 JOB PURPOSE

The Communications and Research Associate will provide Communications and Research support to the Trust by working closely with the Chief Executive Officer (CEO) to ensure that the appropriate SAT Communications Strategy is implemented with the goal of increasing the Trust's presence and influence within and outside of South Africa, the SADC region and beyond.

The role will support the CEO in creating content and ensuring that the Trust Strategic messages on all relevant platforms, including but not limited to relevant social media platforms and the Trust website promote and protect the Trust's vision, mission and goals.

A further function of the role is to provide research on trends and developments in the sector in the SADC region, continentally and globally to keep abreast of events that will be beneficial in influencing delivery of our strategy and increasing the Trust's visibility in the region and beyond.

B.2 DUTIES OF THE POSITION

No.	Key Performance Areas	Input (Methods used)	Outcome (Expected results)	Weightage
1	Communications Support	<ul style="list-style-type: none"> Responsible for spreading relevant media messages to the Trust targeted audience Contributes and checks content for key communications material including website and social media Follows up and manages press and media relations Conducts press and media impact analysis Assists the CEO with writing press materials Manages digital communication channels including but not limited to social media, the Trust website, MS Teams, SharePoint, and meeting platforms etc. Manages public relations: events, invitations, and information Updates and shares key templates with all departments at the Trust and relevant stakeholders as required Ensures that correct branding and templates are used 	<ul style="list-style-type: none"> Increased visibility of SAT within and outside of South Africa and within the SADC region Factual and grammatical error free website, social media posts and media statements 	40%

		<ul style="list-style-type: none"> • Monitors the correct and appropriate usage of the branding of the Trust at corporate events • Promotes the Trust's profile by copywriting content for websites, social media, marketing materials, and other platforms • Creates both written and verbal media for consumption of both internal and external stakeholders 		
2	Research function support	<ul style="list-style-type: none"> • Supports the research and monitors developments and trends within the SADC region • Supports research on resource mobilisation trends and opportunities • Understands and advises on different civil society groups, regional mechanisms and stakeholders relevant to SAT's strategy delivery • Contributes and supports with content generation for key communications material including for the SAT website and other social media platforms • Keeps abreast of and advises management of relevant strategic events and functions for attendance by the Trust that would assist in promoting the Trust's profile • Supports research studies that contribute to increased accountability of institutions, authorities, and leaders 	<ul style="list-style-type: none"> • Communication aligned to strategic objectives and advocacy plans of the Trust • Participation of the Trust in key and relevant events leading and increasing of networks 	40%
3	Event and Administration Support	<ul style="list-style-type: none"> • Supports all administrative tasks as requested by the CEO office relating to events and planning • Supports with the administration of team events and logistics for specific events as requested by CEO office • Prepares agendas and sends invitations for specified events and functions, notifying all parties of what is 	<ul style="list-style-type: none"> • Efficient and effective administration within the Trust • Professional image of the Trust promoted 	20%

		<p>required of the scheduled event in accordance with the Trust brand and communication guidelines</p> <ul style="list-style-type: none"> • Supports the preparation of events documentation, distributing within stipulated time before the event is scheduled to all stakeholders attending • Supports with taking clear and succinct minutes for specific meetings and to follow up on action items identified with relevant stakeholders • Supports the CEO office with procurement in line with the procurement processes and policies of the Trust • Reviews claims submitted for payment, by checking accuracy of information before forwarding for payment by due date • Records invoices and forwards for approval in terms of standard authorisation requirements • Follows up on payment of invoices with the relevant stakeholders to ensure that they are paid within standard time frames • Works closely with the Executive Office Administrator and may provide stand in relief in some areas of the work when the Executive Office Administrator is away or unable to attend to a task 		
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This job description is written at a specific time and is subject to change as the demands of the business and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

B.3 AUTHORITY OF THE POST

This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority are included in the delegation of authority (DoA)

- Recommendation of appropriate course of action to the CEO and Executive Management Team including staff members with respect to specific areas of work
- Expending of resources allocated to the **section**, within and in line with policy
- Management of resources allocated to the **section** in line with organisational policies
- Act independently with reference to the Line Manager and in terms of the following legislations and regulations: -
 - All policies, procedures and strategies in line with legislative and statutory requirements
 - The Trust Deed and related legislations such as the Trust Properties Act, Companies Act, Employment Equity Act (EEA), Skills Development Act (SDA), Basic Conditions Of Employment Act (BCOE), Labour Relations Act (LRA), POPIA Act
 - Any other legislation and national policies that has a bearing **poverty, inequality and human rights development** with specific reference to:
 - Women empowerment
 - Youth development
 - Gender
 - Climate change regulations
 - Value for money
 - Innovation
 - Risk taking
 - Administrative processes and procedures on financial matters

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

C.1 ESSENTIAL REQUIREMENTS OF THE POST State the minimum educational, qualifications and experience that are required to perform the job competently	
Qualification	Bachelor's degree linked to Communications/Social sciences
Experience	Experience in the non-governmental sector is an added advantage Experience in conducting research and analysis is essential Experience copywriting content for social media and relevant platforms Experience in administration and event coordination

KEY COMPETENCIES:

Technical competencies	Skills	Values/Attributes
<ul style="list-style-type: none"> • Legislative environment within which the sector operates will be an advantage • Analytical ability and decisiveness • Passion for development • Policy implementation and compliance • An understanding of the strategic delivery requirements of the Trust • Understanding of poverty and inequality challenges and human rights development • Knowledge of applicable national legislation and policies • Communications technical knowledge • Understanding of social media trends • Content creation 	<ul style="list-style-type: none"> • Organisational skills • Time management • Minute taking • Interpersonal skills • Problem solving • Conflict management • Communication skills • Decision making • Analytical thinking • Written and Verbal communication • Reporting skills • Multi-tasking and ability to thrive in a fast-paced environment • Creativity and ability to identify, create, manage and deliver digital content using a range of techniques, across channels including websites, social media and webinars 	<ul style="list-style-type: none"> • Accountability and ethical conduct • Confidentiality • Quality oriented • Judgment • Deadline-oriented • Analytical ability • Task oriented • Prioritising • Professionalism • Positive attitude • Willing to go the extra mile • Flexibility • Adaptability • Initiative • Integrity • Team player • Work under pressure • Ability and desire to learn

SECTION D: APPROVAL OF JOB DESCRIPTION

TITLE	NAME	SIGNATURE	DATE
Manager			
Incumbent			