



## NOTES

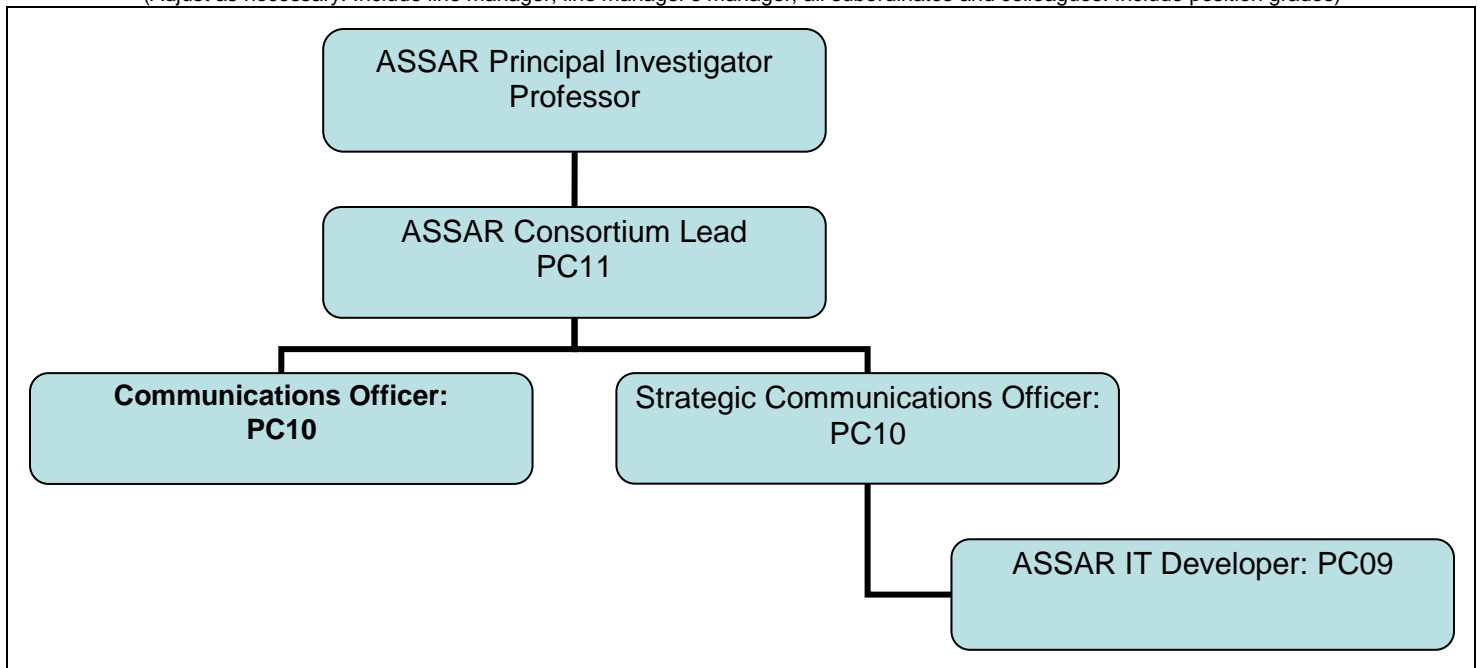
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Communications Officer – ASSAR project		
Job title (HR Practitioner to provide)			
Position grade (if known)	Pay Class 10	Date last graded (if known)	
Academic faculty / PASS department	Science		
Academic department / PASS unit	ACDI (African Climate and Development Initiative)		
Division / section			
Date of compilation	15 January 2018		

## ORGANOGRAM

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



## PURPOSE

The ACIDI is a cross faculty entity, one of four UCT Strategic Initiatives, with a remit to coordinate and stimulate interdisciplinary research and teaching on climate change and development at UCT, and to develop research and teaching partnerships with other African and international organisations. It is supported administratively (finance, teaching, admissions, examining and HR) by the Science Faculty, but reports directly to the VC via the DVC Research.

From Jan 2014 to Nov 2018, the ACIDI is leading a multi-partner, CAD\$ 13.5 Million research project called [ASSAR](#) (Adaptation at Scale in Semi-Arid Regions). ASSAR is a part of a larger multi-consortium research programme, [CARIAA](#) (Collaborative Adaptation Research in Africa and Asia) funded by IDRC and DFID.

Working with the ASSAR communications team under the direction of the ASSAR Consortium Coordinator and the ASSAR Principal Investigator, the main purpose of this position is to communicate ASSAR's research findings to maximise the project's impact into policy and practice within its regional and global spheres of influence. The successful candidate will be responsible for all aspects of communication including information management, editorial duties (writing, editing, and quality control and assurance), strategically coordinating and disseminating communication products, and maximising the uptake of research outputs.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Developing and disseminating ASSAR communication products	50%	<ul style="list-style-type: none"> <li>• Use ASSAR's emerging research (publications, working papers, transcripts, etc.) to generate communications content.</li> <li>• Use this content to develop and/or innovate communication products that are appropriate and relevant for audiences ranging from local communities in rural and urban settings to international policy-makers and donors.</li> <li>• Oversee the implementation of ASSAR's communication strategy, including through the selection, production, quality control and dissemination of all communications products and activities.</li> <li>• Work with the regional research-into-use coordinators to widen ASSAR's sphere of influence and promote the uptake of key research findings.</li> <li>• Track the impact of communications activities and modify them as required.</li> <li>• Liaise with subcontractors to ensure effective and timely production of ASSAR outputs.</li> <li>• Plan and implement communication/influencing events and campaigns.</li> </ul>	<ul style="list-style-type: none"> <li>• Research findings are developed into appropriate communications products of the highest quality, are disseminated in accordance with project deadlines, and contribute to research uptake in policy and practice.</li> <li>• Relevant audiences are able to access, understand and act on ASSAR's research findings.</li> <li>• ASSAR communication efforts are effective and impactful.</li> </ul>
2	Communication management beyond CARIIA	30%	<ul style="list-style-type: none"> <li>• Expand and nurture ASSAR's network of key regional and global audiences to maximize ASSAR's sphere of influence.</li> <li>• Nurture partnerships with organisations and projects working in the climate change and development arena in order to increase ASSAR's visibility and reach.</li> <li>• Maintain relationships with different media organisations in order to promote and disseminate ASSAR research findings.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant audiences are able to access, understand and act on ASSAR's research findings.</li> <li>• Productive relationships are maintained with different media which contribute to dissemination of research findings.</li> </ul>
3	Research support	20%	<ul style="list-style-type: none"> <li>• Maintain regular and proactive communication with ASSAR researchers and regional teams, to support their communications and research uptake processes and obtain research evidence to support cross-regional communications products and processes.</li> <li>• Support and develop knowledge exchange events (e.g. webinars).</li> </ul>	<ul style="list-style-type: none"> <li>• ASSAR regional and cross-regional research findings effectively developed by means of continuous engagement and dialogue with research teams.</li> <li>• Knowledge exchange events successfully implemented.</li> </ul>

### MINIMUM REQUIREMENTS

Minimum qualifications	An Honour's degree specialising in one or more of: communications and/or marketing, journalism, climate change, development studies, or fields relevant to communication and influencing.			
Minimum experience (type and years)	3 or more years of communications, journalism and/or influencing experience			
Skills	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills in English.</li> <li>• Excellent attention to detail.</li> <li>• Strong organisational and planning skills with the ability to deliver on multiple priorities.</li> <li>• Advanced computer literacy, particularly in Microsoft Word and any other digital publishing and editing software (e.g. Microsoft Publisher, InDesign).</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>• Proven ability to develop and implement effective communications and influencing strategies.</li> <li>• Experience in developing and targeting communications for a range of audiences, from local communities in rural and urban settings, to international policy makers and donors.</li> <li>• Experience of working with different types of media channels and organisations.</li> </ul>			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Strategic communications planning and implementation	5	Ability to tailor content and language for wide audiences and diverse sectors	4
	Knowledge and understanding of climate change impacts, development and vulnerability	5	Advanced computer literacy particularly in Microsoft Word and Microsoft Publisher.	4
	Excellent organizational, interpersonal and relationship skills	5	Knowledge of traditional and innovative approaches to communicating climate change and climate information	4
	Excellent writing and editing skills with strong attention to detail	5	Excellent communication and information management skills	4

### SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> <li>• Implementing ASSAR's communication strategy. <ul style="list-style-type: none"> <li>○ Using ASSAR's emerging research (publications, working papers, transcripts, etc.) to produce communications content and products suitable for a variety of target audiences.</li> <li>○ Conducting quality control (information accuracy, product professionalism) on all communication outputs.</li> <li>○ Strategically aligning ASSAR outputs with key regional and global fora.</li> <li>○ Liaising with subcontractors to ensure effective and timely production of ASSAR outputs.</li> <li>○ Tracking the impact of ASSAR's communications activities, and modify them as required.</li> </ul> </li> <li>• Working with the regional research-into-use coordinators to widen ASSAR's sphere of influence and promote the uptake of key research findings.</li> <li>• Maintaining relationships with different media organisations to promote and disseminate ASSAR research findings.</li> <li>• Nurturing ASSAR's network of key regional and global audiences to maximise ASSAR's sphere of influence.</li> <li>• Nurturing ASSAR's partnerships with organisations and projects working in the climate change and development arena to increase ASSAR's visibility and reach.</li> <li>• Co-leading the ASSAR knowledge management and communications working group. <ul style="list-style-type: none"> <li>○ Assisting in other communications and influencing activities as needs arise.</li> </ul> </li> </ul>
Amount and kind of supervision received	Working under the supervision of Project Coordinator, and alongside Communications Officer and IT Developer

Amount and kind of supervision exercised	None
Decisions which can be made	Communications decisions made in collaboration with Project Coordinator, Communications Officer and IT Developer
Decisions which must be referred	Communications decisions made in collaboration with Project Coordinator, Communications Officer and IT Developer

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	ASSAR team members based at UCT (Principal Investigator, Project Coordinator, Communications Officer, IT Developer, researchers and support staff)
External to UCT	<a href="#">ASSAR</a> Project Partners

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