

**The Embassy of Ireland in South Africa is seeking a highly motivated and experienced Communications Manager to join its team to support the implementation of the Mission Strategy.**

The Communications Manager will lead on the development and implementation of a Communications Strategy at the Embassy of Ireland to South Africa, to support objectives set out in the Mission Strategy. Their role will be to communicate to key audiences the work of the Embassy of Ireland across all areas of work – political, trade and economic, consular, development cooperation.

The role will involve responsibility for coordination of public diplomacy outreach; creation and editing of content for the Embassy of Ireland website and Social Media accounts; as well as the planning and delivery of events and media engagements to support the communications objectives of the Embassy of Ireland.

The Communications Manager will also be responsible for monitoring, analysis and reporting of media coverage relevant to the work of the Embassy of Ireland, including political, economic and development issues.

Interested candidates should forward (i) a cover letter for the position outlining their suitability and their interests in working for the Embassy of Ireland; (ii) a sample of written work (maximum 5 pages) and (iii) their most recent Curriculum Vitae with a list of references including current manager, to **Nokwazi Nhleko** [nokwazi.nhleko@dfa.ie](mailto:nokwazi.nhleko@dfa.ie) by **Friday 12<sup>th</sup> April 2019**, Close of Business.

Please note that only shortlisted candidates will be contacted. Should you not hear from us after a month please consider your application unsuccessful.

Only South African Nationals or candidates who have a valid work permit for the duration of the contract will be considered.

Candidates should submit information electronically to the above email address. ***By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.***

The Irish Embassy in South Africa is an equal opportunities employer.

**Job Description  
Communications Manager  
Embassy of Ireland, Pretoria**

**Introduction**

The work of the Embassy is guided by a five year Mission Strategy (2017-2021). The key goal of the strategy is that *'Ireland's values and interests are applied to optimise benefits for citizens of Ireland, South Africa, Zimbabwe and other countries of accreditation'*. The scope of the Embassy work includes political, trade and economic, development cooperation, consular assistance and support to Irish Diaspora.

The Embassy is now seeking to recruit a highly motivated and experienced Communications Manager to join its team and lead on communications across all areas of the Embassy's work.

## **Role Profile**

The successful candidate will be a member of the Embassy of Ireland Team and report to the Second Secretary/Public Diplomacy Lead.

The focus of this role is to lead the development and implementation of a Communication Strategy to highlight the work of the Embassy of Ireland in South Africa, as well as promote a positive image of the Embassy, Ireland and Ireland's Foreign Policy objectives. The role will include:

- Communication to the public and target audiences on the work of the Embassy and results achieved, with particular responsibility for coordination of public diplomacy and outreach work across the Embassy; and creating and editing content for the Embassy website and social media accounts
- Planning and delivery of events and media engagement in support of the Embassy's communication objectives
- Strengthening the Embassy's knowledge on topics of interest, including relevant political, economic and development issues, through monitoring and analysis of media coverage and communication of findings to Embassy teams

This role also includes support to the consular, trade and diplomatic/political outputs in the Embassy strategy.

## **Key Performance Areas**

- 1. Communication to the public and target audiences on the work of the Embassy and results achieved, with particular responsibility for coordination of public diplomacy and outreach work across the Embassy; and creating and editing content for the Embassy website and social media accounts.**
  - Active participation in Embassy Public Diplomacy and Communications Team
  - Support to Embassy teams (consular, development, political, trade and economic, and systems and operations) in the identification of public diplomacy and outreach opportunities, and in the design and delivery of appropriate web and social media content
  - Coordination of the public diplomacy and outreach activities of the teams across the Embassy
  - Coordination, editing and creation of content for the Embassy website and social media accounts (Twitter and Facebook)
  - Development of an archive of resources for use in Embassy public outreach material
  - Development of relationships with Embassy partner organisations for the sharing of material for use in communication and outreach activity
  - Reporting on communication, public diplomacy and outreach activity undertaken and its impact
  - Continual development and enhancement of the Embassy Communication Strategy, including through evaluation of the impact of public diplomacy and outreach.

## **2. Planning and delivery of events and media engagement in support of the Embassy's objectives**

- Development and utilisation of a network of press and media representatives in order to raise awareness of Ireland and the work of the Embassy among the public and target audiences
- Development of an Embassy events schedule in consultation with Embassy teams, to plan a series of events to further the Embassy's objectives and raise awareness of priority issues
- Co-ordination of logistical and other arrangements for successful delivery of events schedule
- Reporting on events and media engagements undertaken and their impact

## **3. Strengthening the Embassy's knowledge on topics of interest, including relevant political, economic and development issues, through monitoring and analysis of media coverage and communication of findings to Embassy teams**

- Stay abreast of media coverage and discussions of political developments and of priority issues under the Embassy Strategy in South Africa, Zimbabwe and the region.
- Bring relevant coverage to the attention of Embassy teams as appropriate.
- Prepare regular briefs and reports on human rights issues, politics and disability – as required, highlighting any implications for the Embassy's work.

## **4. Contribution to Whole of Embassy Strategic Planning and Implementation**

- Provide accurate financial information to inform strategy review.
- Contribute to the development of annual business plans and budgets to effectively implement and review strategy.
- Participate in cross-embassy teams.

## **5. Communications and teamwork**

- Collect, collate and share up-to-date information on sector trends, challenges and successes to inform programme planning, implementation and impact.
- Undertake and report on information sharing activities with strategic partners, and external national and international stakeholders as required.
- Maintain links with other funding agencies and partner forums to share analysis and identify potential areas for collaboration, sharing the experiences of best practice to relevant intervention programmes.
- Organise logistics for visits from HQ and other missions as required.
- Participate in Embassy programme staff meetings and undertake delegated roles and responsibilities.
- Report to line management as required.
- Participate constructively in performance review processes.

## 6. Other

- Carry out any additional responsibilities that may be assigned by the Second Secretary from time to time;
- Assist with Embassy briefs and preparation of high level/HQ visits, including field trips as required.

## 7. Qualifications, skills and experience:

### Essential:

- A relevant primary degree.
- A minimum of 5 years' experience in a communications role.
- Strong basic IT skills.
- Strong results focus.
- Excellent written and oral communication skills (including computer literacy).
- Excellent interpersonal skills and the ability to work independently (self-starter) and as part of a team.
- A degree in one of the following disciplines: social science, politics, security studies, conflict
- Proven ability to collate and distil large amounts of information, summarising findings to be used for management decisions and planning.

### Desirable:

- Master's degree in a related field.
- Experience of working for an Embassy or INGO.
- Experience in executing social media campaigns and in event management.
- Experience in advocacy and policy influencing.

### Terms and Conditions

- Contract: This position will be offered on a three-year contract. A 12 month probationary period will apply.
- Working hours: Full time, or 37 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. Regular travel is required. Flexi time system applies.
- Salary Scale: SA Rand 44,520.00 per month (the position will be offered at the starting point on the scale).
- Benefits: Medical Aid.
- Primary work location: Embassy of Ireland, Pretoria.
- Start date: 1st June 2019
- Annual leave: 21 days
- Performance Management: The Embassy of Ireland operates a Performance Management Development System (PMDS) based on the system of the Irish Civil Service. Staff agree with their line manager goals, key tasks and targets aligned to an Annual Business Plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed professional development and training. The Communication Manager agrees their profile with the Second Secretary.