



JOB OFFER

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Communication and Partnerships Manager

The French Institute of South Africa (IFAS) and the Cultural and Cooperation section of the French Embassy in South Africa (SCAC) are seeking to appoint their next Communication and Partnerships Manager. The position is based at IFAS, in Braamfontein, Johannesburg.

In connection with IFAS and SCAC management team, you will design the communication plan, pilot and implement it. A driving force in the implementation of the strategy and in the communication of our operational projects, you will have a robust experience of mobilising and empowering a unit. You will manage one full time communication officer and work closely with a graphic designer/webmaster.

You will contribute to developing our audience through targeted media in order to promote our different projects and ensure strong public relations with the press.

We are looking for a brilliant communicator with a track record of creating mutually-beneficial partnerships, in different fields.

Experienced, you ideally have one or more successful experiences in the following areas: non-profit sector, culture, journalism. You show a strong interest in French culture and are able to work in French as well as in English.

Key responsibilities

- **Communication, Press & Events**

- Deliver and execute the SCAC-IFAS communication strategy;
- Coordinate the SCAC-IFAS communication strategy with the French Embassy, partners and sponsors and in general with the French network;
- Organise, coordinate and attend press launches, premieres and events;
- With the help of an external press officer, develop contacts with South African media, journalists and industry contacts, doing regular networking and hosting media events to this end;
- Manage media inquiries and distribute press releases and op-eds; manage SCAC-IFAS media list, with external help.

- **Social Media & Online Platforms**

- Implement and manage SCAC-IFAS Social Media strategy;
- Manage SCAC-IFAS website, newsletter and social media accounts;
- Monitor SCAC-IFAS performances on internet (website, newsletters, social media accounts) and analysing the statistics.

- **Partnerships**

- Manage SCAC-IFAS partnership;
- Develop relationships to identify and engage with new partners.

- **Project Management & Reporting**

- Write and manage the agreements with the partners, sponsors and technical suppliers,
- Manage external suppliers including writing and preparing briefs for them,
- Manage the communication budget;
- Coordinate projects with photographers, cameramen and agencies;
- Coordinate communication plans with project managers;
- Manage press reviews for each event/project and annual reports;
- Report to IFAS Director/Head of Cooperation at the French Embassy, IFAS Deputy Director and Embassy's Press and Communication Counsellor.

Required skills

- **Hard skills**

- Higher education degree preferably in journalism/communication, cooperation, art & culture or related field,
- Background in journalism and/or institutional communication or similar career path,
- In-depth understanding and awareness of South African non-profit sector / art & culture industry and knowledge of the South African media,
- Excellent communication and writing skills (copy editing),
- Ability to manage multiple ongoing tasks,
- Ability to draft clearly and succinctly in English and a good command in French,
- Adept in Canva
- Must be fully computer literate (MS Office Suite),
- Website and social media management skills – including experience with content management systems and email systems, SEO and Google analytics would be appreciated

- **Soft skills**

- Adaptability to a cultural and institutional context,
- Sense of teamwork and leadership,
- Ability to work independently,
- High work capacity and availability,
- Good writing and representation skills.

Open to:

Citizens or permanent residents in South Africa or applicants who are legally in a position to work in South Africa. A valid work permit is compulsory.

Conditions:

Fixed-term renewable 12 months contract with IFAS; 3-month trial period; possibility of permanent contract after 2 years of fixed-term contracts;

40 hours a week;

30 days of leave per year;

Gross salary - Level 6 on the grid: **ZAR 44 374** per month + Benefits: 13th cheque + medical aid and pension fund + Transport allowance.

Starting period: preferably August, or September 2024.

To apply, interested candidates should submit a CV and covering letter,
addressed to IFAS Director/French Embassy Head of Cooperation
(specify " Communication and Partnerships Manager" in the subject line) at:
administration@frenchinstitute.org.za – **before the 8th of July 2024.**

Only short-listed applicants will be contacted.