

JOB OFFER

Communications Officer at the French Institute of South Africa

The French Institute of South Africa is seeking to appoint a Communications Officer. The position is based in Braamfontein, Johannesburg.

Under the supervision of the Communications and Partnerships Manager, the role will consist of managing communication through the website, newsletters and on social media.

Along with fellow colleagues working in the different cooperation fields, including also the *Cooperation and Cultural Action Department (SCAC)* of the Embassy of France in Pretoria, the successful applicant will create engaging social media, newsletter and website content to promote events and ensure followers receive a high level of support through effective monitoring and strong community management.

Under the direction of your manager, you will take part in the organization of events and support public relations. You will also contribute to the collection and analysis of social media metrics to help the management team at IFAS make results-based decisions.

The position requires a good understanding of the social media landscape, emerging channels and trends on social media.

Experience in a similar position preferred or in one of the following areas: non-profit sector, culture, journalism. A strong interest in French culture is also required for this position.

Key Responsibilities:

- **Communication, Press & Events**
 - Taking part in executing the SCAC-IFAS communication strategy and bringing forward proposals;
 - Acting in coordination with the French Embassy, partners and sponsors and in general with the French network;
 - Taking part in developing contacts with South African media, journalists and industry contacts;
 - Taking part in editing and distributing press releases and event invitations;
 - Taking part in organizing events;
 - Updating the SCAC-IFAS media list
- **Social Media & Online Platforms**
 - Executing SCAC-IFAS communications strategy;
 - Acting as the main manager on social media platforms, monitoring and moderating comments on social media posts, intervening when appropriate to answer questions and guide the conversation;
 - Produce clear, consistent and creative content across digital platforms, including social media, newsletters and the IFAS website.
 - Monitoring digital performance and analysing engagement and reach statistics;
 - Editing and updating the SCAC-IFAS website and social media accounts alongside the Communications and Partnerships Manager;
 - Managing all IFAS newsletters and updating the contact database.
- **Project Management & Reporting**
 - Coordinating contracts with photographers, cameramen and agencies;
 - Coordinating with project managers;
 - Reporting to SCAC-IFAS Communications and Partnerships Manager.

Required skills

- **Hard skills**

- A degree preferably in marketing/communication, non-profit / art & culture or a related field;
- Background in institutional communication or similar career path;
- In-depth understanding and awareness of the South African non-profit / art & culture industries;
- Excellent communication and writing skills (copy editing);
- Content creation for social platforms (NB. video)
- Creative thinking;
- Ability to draft clearly and succinctly in English;
- Good command in French would be an advantage;
- Website and social media management skills - including experience with content management systems and email systems, SEO and Google Analytics would be appreciated,
- Must be fully computer literate (MS Office Suite);
- Knowledge of graphic design software (Canva/Photoshop) would be an advantage;

- **Soft skills**

- Adaptability to a different social and cultural context;
- Ability to work independently and as a team member;
- High work capacity and availability;
- Good writing and representation skills;
- Excellent attention to detail.

Position open to:

Citizens, or permanent residents in South Africa, or applicants legally in a position to work in South Africa. Having a valid work permit is compulsory.

Conditions:

- Fixed-term renewable 12 months contract with a 3-month trial period; the possibility of a permanent contract after 2 years of fixed-term contracts
- 40 hours a week
- 30 days of leave per year
- Gross salary: **R 34 513** per month (level 5 of salary grid) + Benefits: 13th Cheque and medical aid & pension fund.

Expected starting date: 10 September 2025

To apply, send a CV with a cover letter, addressed to IFAS Director / Head of Cooperation at the French Embassy at (specify in the subject line "IFAS Communications Officer") :

administration@frenchinstitute.org.za

by Friday 15th of August, 2025.

Only short-listed applicants will be contacted.