

Salary Band 4	Communications and M&E Technical Advisor
Reports to:	Component Leader
Duration:	until – 31.10.2025

A. BACKGROUND

The GIZ Project **Green Infrastructure Corridors for intra-African Trade (Support to PIDA)** implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) on behalf of the German Federal Ministry of Economic Cooperation and Development collaborates with the African Union Commission (AUC), the African Union Development Agency (AUDA-NEPAD) and the Central Corridor Transit Trade Facilitation Agency (CCTTFA) to support green infrastructure development in Africa via the following five components:

- 1) Development of a Continental Green Infrastructure Policy
- 2) Advisory for Climate Resilient & Low Carbon Infrastructure Projects in the Central Corridor
- 3) Advisory for Digital Solutions of MSMEs in Green Infrastructure & Trade
- 4) Formulation of a Digital Strategy and Advisory on Digital Topics in the Infrastructure & Trade Sector
- 5) Just Transition for Technology Transfer, Climate Finance and Gender

The Communications Advisor will provide support activities to Component 2), 3) and 4) and provide Monitoring & Evaluation support to the entire Programme.

For more information, please visit:

- [GIZ Project Fact Sheet](#)
- [GIZ Project Twitter Page @GreenCorridors](#)
- [Virtual PIDA Information Center](#)

B. RESPONSIBILITIES

- **Write Communication** products to translate technical content into public knowledge to communicate GIZ Advisory
- Manage **Digital Communication** to drive outreach of results, impact and ongoing activities of GIZ Advisory work
- Prepare **Graphic Design** products to visualize technical aspects into easy understandable results and impact language

C. TASKS

- Advise GIZ Technical Advisors and the GIZ Partners AUDA-NEPAD and CCTTFA on communication activities and products that support the marketing and outreach of our cooperation.
- Propose pro-actively and develop innovative communication products and marketing strategies that communicate the work, results, and impact of GIZ and its Partner Organisation AUDA-NEPAD.

- Liaise regularly with the GIZ African Union and AUDA-NEPAD Communication Focal Points to coordinate and align communication.
- Research and Analyse technical information to translate into easy understandable communication products (e.g., storytelling, impact reporting, political communication, articles, reels, beneficiary stories) for GIZ and AUDA-NEPAD
- Research and Write content for different channels and audiences (e.g., articles for GIZ and partner newsletter, press releases, presentations, GIZ internal communication channels, social media campaigns, project profiles, impact sheets, articles, infographics, data visuals, banners etc.) to feature GIZ and AUDA-NEPAD work products.
- Graphic Design technical content into easy understandable Project Fact Sheets, Infographics, Virtual Back Drops, Flyers, Posters etc.
- Run the GIZ Project Website/Social Media Channels (e.g., Twitter) and build a social media community through consistent content delivery and storytelling (e.g., conceptualize, formulate, and implement online campaigns)
- Manage the project Monitoring & Evaluation system and quarterly collect, record, and interpret data of the project's results monitoring framework.
- Plan and prepare GIZ tender packages (ToR, Budget and other in line with GIZ Procurement Processes) and manage service providers/consultancies in close consultation and coordination with Partners, e.g., video developers, graphic design, podcasts, publication of studies etc.

The Communications Advisor will work closely with the Communications Advisor at AUDA-NEPAD to align and develop joint communication products. As part of the GIZ AU Communications Team you will also work closely with other GIZ projects' communication focal persons and with the overall GIZ AU Communications advisor.

D. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications

- Bachelor's degree in Communications, Public Relations, Public Affairs, Political Science, International Development or related field
- Additional vocational training and qualification in communication or graphic design is an asset.

Professional experience

- At least 7 years' professional experience of working in Communications. Working experience within the International Cooperation sector is an asset.
- Proven track record of writing articles, graphic design work, digital communication and conceptualizing communication campaigns

- Proven track record of working with Microsoft Office (e.g., Word, Excel, PPT) and Adobe Creative Suit (InDesign, Photoshop, Illustrator) or other design software. Proficiency in video editing software is an asset.
- Professional working experience in M&E and reporting is an asset.
- Must have professional experience with content management systems (in particular WordPress) and social media channels such as LinkedIn and Twitter.

Additional Skills required

- Carry outstanding work ethic and motivation to act reliable, dedicated, and disciplined
- Strong service-oriented thinker to provide proactive support
- Ability to work independent in a stressful and complex environment and be adaptive to change
- Ability to work multiple processes simultaneously
- Brings intellectual curiosity, critical thinking, creativity, problem solving skills and ability to collaborate
- Excellent IT Skills (Outlook, Power Point, Excel, Word, Internet Research)
- Excellent communication skills in business English (written, verbal), knowledge of French or German is an asset

E. ADDITIONAL INFORMATION

- The successful candidate will be expected to start full-time employment with GIZ on a fixed-term contract as soon as possible.
- The employment location will be in Hatfield, Pretoria with a close physical presence expected from the partner institution AUDA-NEPAD in Midrand and frequent local and international duty travel.
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation, and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.
- The contract period for this position is until **31 October 2025 (in line with the commissioning period of the project)**.

F. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

- **Cover Letter** must **clearly** articulate your motivation for applying for the position and outline your competencies why you are the best suited candidate addressing qualifications, competencies and experiences asked for in this advert as well as salary expectation. Cover Letter must **not exceed two (2) pages** to be submitted in PDF Format.
- **CVs** must include at least **two professional references** of previous employment including contact details and must **not exceed four (4) pages** to be submitted in PDF format.
- Submit **two (2) writing samples** and **two (2) digital design samples**.

Candidates are expected to **submit one PDF file**, comprising Cover Letter, CV & Samples. Only applicants selected for interview will be contacted.

The application should be submitted to: recruit-pretoria@giz.de, with the following email subject line “ **Application :Support to PIDA Comms _M&E TA Position**” for the attention of Head of Human Resource.

Closing date for applications: **08 October 2023**.

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!