



Communications Coordinator
Johannesburg

Closing date: 28 April 2022

Overview

The PCC is an independent advisory body established by the President overseen by a Commission drawn from government, business, labour, NGO, community based and research constituencies. The PCC advises government and social partners on South Africa's climate change response and the long-term transition to a climate resilient and low carbon economy and society. The PCC is supported by a Secretariat which undertakes research and policy work to support the commission, manages its outreach and communications, and provides logistical support to the functioning of the commission.

Purpose:

To support the PCC communications team with all activities related to stakeholder engagement and public relations and ensure regular, engaging, and consistent messaging on social media to raise the profile of the PCC and its work.

Responsibilities:

Communications and Media support

- Create informative and interesting press releases, press kits and newsletters
- Respond to queries from the press or escalate as appropriate
- Prepare detailed media reports and press releases with input from relevant stakeholders
- Liaise and coordinate with the media counterparts of key partners.
- Develop a network of key media contacts in relevant areas, incl community radio stations and local newspapers
- Coordinate media interaction between the PCC, and stakeholders for joint media events.

Digital and Multimedia

- Upload content on the PCC social media platforms, incl press releases, updates on PCC events and community consultations
- Provide approved content and accurate information to web administrator for the PCC website

Outreach and Stakeholder Relations

- Provide logistics and planning support for all live and online events, such as PCC and Working Group meetings
- Support the Senior Specialist to deliver efficient and high-quality audio-visual support at events, incl. live streaming events
- Coordinate webinars and learning events.

Requirements

- Degree in communications, journalism or other relevant field
- At least two years' experience in a similar role
- Demonstrated interest in development and/or climate change issues

- Outstanding written and verbal communication skills
- Excellent knowledge of communication practices and techniques
- Flexibility, being pro-active and excellent organisational and planning skills are essential.

The PCC strives to build a diverse and inclusive organisation.

Please send your CV and cover letter to hr@climatecommission.org.za. For further information, visit www.climatecommission.org.za