



NOTES

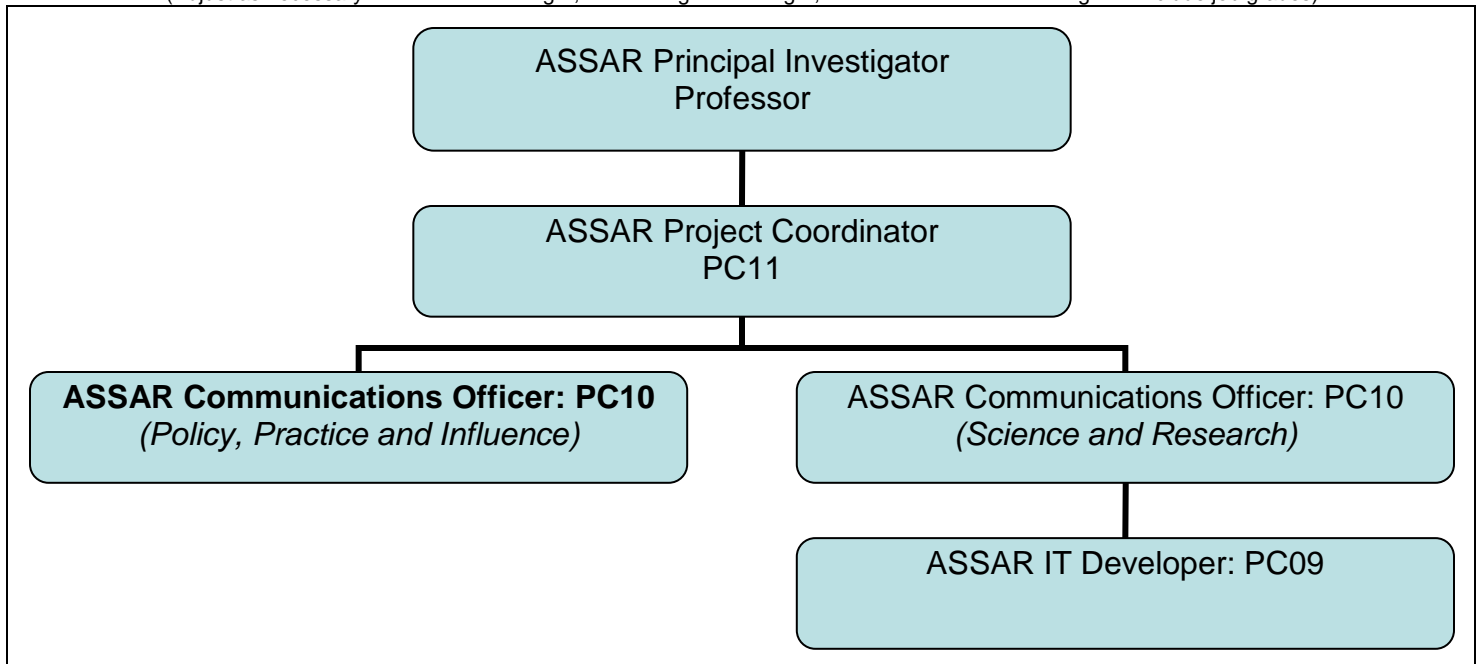
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	ASSAR Communications Officer
Job title (HR Practitioner to provide)	
Job grade (if known)	Pay Class 10
Academic faculty / PASS department	Science
Academic department / PASS unit	ACDI (African Climate and Development Initiative)
Division / section	
Date of compilation	24 August 2016

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



PURPOSE

The ACDI is a cross faculty entity, one of four UCT Strategic Initiatives, with a remit to coordinate and stimulate interdisciplinary research and teaching on climate change and development at UCT, and to develop research and teaching partnerships with other African and international organisations. It is supported administratively (finance, teaching, admissions, examining and HR) by the Science Faculty, but reports directly to the VC via the DVC Research.

From Jan 2014 to Dec 2018, the ACDI is leading a multi-partner, CAD\$ 13.5 Million research project, ASSAR (Adaptation at Scale in Semi-Arid Regions). ASSAR is a part of a larger multi-consortium research programme, CARIAA (Collaborative Adaptation Research in Africa and Asia) funded by IDRC and DFID.

Working with the ASSAR communications team under the direction of the ASSAR Consortium Coordinator and the ASSAR Principal Investigator, the main purpose of the Communications Officer is to strategically lead ASSAR's communication efforts and to develop and maximise ASSAR's research impact into policy and practice, within the project's regional and global spheres of influence.

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Communication management within ASSAR	35%	<ol style="list-style-type: none"> 1. Support and guide the regional research teams and cross-regional synthesis teams in developing communications strategies that align with their desired impact pathways and targets. 2. Develop communication products (including innovative ones) that are appropriate and relevant for audiences ranging from local communities in rural and urban settings to international policy-makers and donors. 3. Oversee the implementation of all ASSAR communication strategies, including through the selection, production and dissemination of all communications products and activities. 4. Work with the regional research-into-use coordinators to widen ASSAR's sphere of influence and promote the uptake of key research findings. 5. Track the impact of communications activities and modify them as required. 6. Plan and implement communication/influencing events and campaigns. 	<ol style="list-style-type: none"> 1. ASSAR communications products are strategic (and innovative, where appropriate) and help to implement the project's theory of change and the desired impacts outlined in the country impact pathways. 2. Research findings are developed into appropriate communications products, disseminated in accordance with project deadlines, and contribute to research uptake in policy and practice. 3. Relevant audiences are able to access, understand and act on ASSAR's research findings. 4. ASSAR communication efforts are effective and impactful.
2	Communication management within CARIIA	20%	<ol style="list-style-type: none"> 7. Develop and promote research and communication partnerships with other CARIIA consortia to maximise the value and impact of ASSAR's work. 8. Align (or maximise synergies between) ASSAR's knowledge management and communication strategies with CARIIA-level strategies. 	<ol style="list-style-type: none"> 5. Effective knowledge sharing and exchange with other CARIIA consortia.

4	Communication management beyond CARIAA	35%	<p>9. Develop and nurture a network of key regional and global ASSAR audiences to maximize ASSAR's sphere of influence.</p> <p>10. Identify key regional and global fora, platforms (including social media) and dissemination opportunities for promoting ASSAR's work.</p> <p>11. Develop partnerships with organisations and projects working in the climate change and development arena in order to increase ASSAR's visibility and reach.</p> <p>12. Liaise and build relationships with different media organisations in order to promote and disseminate ASSAR research findings.</p>	<p>6. Relevant audiences are able to access, understand and act on ASSAR's research findings.</p> <p>7. Productive relationships are built with different media which contribute to dissemination of research findings.</p>
4	Research support	10%	<p>13. Co-lead the ASSAR knowledge management and communications working group in collaboration with ASSAR's science and research communications officer.</p> <p>14. Support and develop knowledge exchange events (e.g. webinars).</p>	<p>8. ASSAR research teams fully briefed on emerging outcomes and communication strategies of different case study sites in a timely and effective fashion.</p> <p>9. Knowledge exchange events successfully implemented.</p>

MINIMUM REQUIREMENTS

Minimum qualifications	Honours degree specialising in communications and/or marketing, journalism, climate change, development studies, or fields relevant to communication and influencing.
Minimum experience (type and years)	3 or more years of communications, journalism and/or influencing experience

COMPETENCIES

Competence	Level	Competence	Level
Strategic communications planning and implementation	5	Ability to tailor content and language for wide audiences and diverse sectors	4
Knowledge of climate change impacts, development and vulnerability	5	Advanced computer literacy including MS Office suite and social media tools.	4
Knowledge of traditional and innovative approaches to communicating climate change and climate information	4	Excellent communication and information management skills	4
Excellent organizational, interpersonal and relationship skills	4	Excellent writing and editing skills with strong attention to detail	4

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
Line Manager				
HOD				