

#WEAREHIRING

Junior

Advisor for

Communications,

Monitoring and

Evaluation



Be Part of the Energy Transition!

Closing date: 3 November 2024

For more information about SAGEN,  
please visit: [www.sagen.org.za](http://www.sagen.org.za)

<b>Salary Band 3</b>	<b>Junior Advisor for Communications, Monitoring and Evaluation: South African – German Energy Programme, Capacities for the Energy Transition (SAGEN-CET)</b>
Reports to:	Head of Programme – SAGEN-CET
Duration:	01/02/2025 – 31/12/2026

## BACKGROUND

The [Deutsche Gesellschaft für Internationale Zusammenarbeit \(GIZ\) GmbH](#) is a global service provider in the field of international cooperation for sustainable development dedicated to shaping a future worth living around the world. As a public-benefit federal enterprise, GIZ supports the German Government and many public and private sector clients in achieving their objectives in international cooperation in around 120 countries. Its work in South Africa is carried out primarily on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). Some of the core areas of cooperation are climate, energy and just transition. GIZ supports South Africa in developing an environmentally sustainable and secure energy infrastructure and enhancing energy efficiency.

The [South African-German Energy Programme \(SAGEN\)](#) collaborates with South African partners to support the country's transition to a sustainable energy future. SAGEN is implemented by GIZ and co-funded by the State Secretariat for Economic Affairs (SECO) in cooperation with the Department of Mineral Resources and Energy (DMRE), the National Treasury (NT), Eskom, the South African Local Government Association (SALGA), the National Energy Regulator of South Africa (NERSA) and the National Transmission Company South Africa (NTCSA)

SAGEN's focus areas are:

- Capacity building
- Embedded generation in distribution networks
- Gender Mainstreaming
- Municipal energy management systems
- Power sector reform and regulation
- Power systems planning and operation

## **A. ABOUT THE POSITION**

SAGEN is looking to fill a position as Junior Advisor for Communications, Monitoring and Evaluation to support results-oriented project implementation, impact communication and public relations.

The successful applicant will combine strong writing and conceptualisation skills with an affinity for data storytelling, a creative mind to develop new and engaging outreach formats, and proven experience in implementing these in cooperation with service providers.

By joining the GIZ energy cluster team in the Pretoria office, you will:

- play a key role in communicating the outcomes of the SAGEN programme;
- be responsible for creating communications content in various formats in coordination with the project team;
- ensure that corporate communication guidelines are adhered to.

You will work in a dynamic and supportive environment. You will enjoy autonomy and the opportunity to further grow into a communications expert for the just energy transition.

## **B. RESPONSIBILITIES AND TASKS**

As Junior Communications Advisor at SAGEN your key responsibilities are:

### **Strategic Tasks**

- Support the development, design, coordination, implementation and monitoring of internal and external communication activities and products
- Assist in updating and implementing the SAGEN communication strategy by setting measurable objectives, aligning content with the SAGEN team through regular updates, and engaging target groups to ensure it remains current
- Support the planning and organization of internal and external events
- Ensure the consistency of corporate identity application in all communication activities as per the German Development Cooperation and GIZ

### **Communication Activities of SAGEN**

- Support the development and regular update of suitable communication instruments for SAGEN (e.g., factsheets, newsletter, PowerPoint presentations, info sheets, etc.)
- Draft and design content for various platforms, including social media, press releases, articles, studies and reports for mass media or the SAGEN website
- Manage and update the SAGEN website using WordPress, and regularly track its performance metrics
- Support technical and administrative coordination with service providers, such as consultants, agencies, trainers, writers
- Support the production of a vodcast series showcasing SAGEN's contributions to the just energy transition in South Africa
- Lead the development of new engaging digital communication formats

## **Media and Public Relations**

- Perform quality assurance for all SAGEN communication products
- Assist in coordinating SAGEN's press and media activities
- Establish and maintain contacts with national, regional and international media representatives and organize trainings on the energy transition targeted at journalists, communicators, and decision-makers
- Ensure adequate visibility of SAGEN at various events, such as conferences, fairs, or partner workshops

## **Monitoring and Evaluation**

- Contribute to regular collection, verification and evaluation of results data as a basis for impact communication
- Support regular and ad-hoc reporting to commissioning parties and partners
- Contribute to various data-based knowledge management activities within the GIZ energy cluster

## **C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCE**

- University degree in the field of communication or media studies, journalism or another relevant discipline related to digital communication or public relations
- Qualification should be enhanced with at least 2 years' relevant work experience in the field of (political) communication or public relations
- Proven experience in content development, writing, editorial work and graphic design (work samples will be requested)
- Proficiency in design and video production with good know-how of applications such as Adobe InDesign, Illustrator, Photoshop and Premiere Pro
- Proven experience in maintenance of social media, SEO and/or SEM qualifications would be advantageous
- Proficiency in Microsoft Office 365 applications (PowerPoint, Excel, Word, Outlook, MS Teams, etc.)
- Experience in knowledge management or the willingness to develop competence in monitoring, evaluation, accountability and learning (MEAL) approaches
- Good contacts to regional media are an asset
- Passion for the topic, interculturally sensitive approach, political intuition, communication skills as well as the ability to cooperate in an international context
- Ability to work as part of a team and independently in a structured, methodical manner
- Excellent writing, verbal and presentation skills
- Fluency in English

#### **D. ADDITIONAL INFORMATION**

- This position is based at GIZ in Hatfield, Pretoria.
- The position is full-time. The assignment comprises a fixed-term employment contract until 31/12/2026. The desired start date is 01/02/2025, deviating agreements are possible.

#### **E. APPLICATION PROCESS**

Suitable candidates should apply by submitting a **motivation letter (max. 2 pages)** detailing why they should be the preferred candidate and the value they will bring to the work of SAGEN. This should be accompanied by a detailed **CV (max. 2 pages)** indicating their nationality with the job title quoted on the email subject line for the attention of Head of Unit: Human Resource.

We expressly welcome applications from women and historically marginalized groups.

Internal and external applicants submit their application to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de)

Closing date for applications: 03/11/2024.

Only shortlisted candidates will be contacted and will be required to conclude an assignment prior to the interview.

Applications without a motivation letter and CVs longer than 2 pages will not be considered!