



Global Compact

Network South Africa

Job Description

Position Title:	Communications Assistant
Salary:	R 280 000 p.a. All Inclusive
Location:	Johannesburg
Type of Contract:	Permanent
Reporting To:	Snr Manager: Stakeholder Engagement & Finance

1. Purpose:

Are you an aspiring media & communications professional who is interested in corporate sustainability? Here is a unique and exciting role that seeks a Communications Assistant that is interested in supporting delivery of GCNSA media & communication strategy. The Communications Assistant will be responsible for supporting the execution of communications strategy, website and database management, mainstream and social media management.

The UN Global Compact Network South Africa (GCNSA) is an independent Network of the UN Global Compact, working collectively with companies in South Africa to advance Sustainable Development Goals (SDGs) and the Ten Principles of the UN Global Compact. The Ten Principles, an ESG Framework are in the areas of Human Rights, Labour, Environmental Protection and Anti-Corruption.

The UN Global Compact is the world's largest corporate sustainability platform, working with companies to scale and accelerate their collective impact through the SDGs and the Ten Principles.

The role requires a dynamic Communications Assistant who is in their early career stage and interested in the growing area of corporate sustainability & ESG. The Communications Assistant will be our liaison with key partners, coordinate our collaborative campaigns, events, and initiatives to broaden reach and impact. This is a support function that works closely with other internal teams that include the Stakeholder Engagement and Programmes to amplify messaging and the brand. .



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2. Our Core Values:

2.1 Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behaviour.

2.2 Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.

2.3 Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; and does not discriminate against any individual or group.

3. Key Responsibility Areas:

3.1. Support the development and execution of communications strategy

- Manage all communications with consultants and media agency: secure media coverage in print, tv and radio. Issue press releases and organise press conferences
- Media Coverage: Track the quantity and quality of media coverage generated

3.2. Social Media

- Implement targeted social media campaigns
- Improve the number of impressions, views, and engagements across various communication channels.
- Increase GCNSA Social Media presence on all platforms
- Periodically analyse and report on the GCNSA Social Media performance

3.3. Website & Copywriting

- Utilise website, quarterly newsletter and social media platforms (e.g. LinkedIn, Instagram, X) to share content and engage
- Monitor and analyse website metrics to assess engagement and refine strategies.
- Support the development of engaging and informative content, including articles, videos, infographics, and interactive media.
- Highlight success/impact stories, case studies, and scientific findings related to programmes



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3.4. Optimising GCNSA Communications

- Participate in collaborative campaigns, events and initiatives to broaden reach and impact
- Support internal Stakeholder Engagement and Programme Teams.
- Evaluate the effectiveness of partnerships and collaborations in expanding reach and impact
- Support GCNSA at conferences, summits and events to showcase in exhibitions: photography and capturing of event key moments
- Support communications from the Executive Directors (E.D) office
- Support E.D speaking appearances at external/ partner events or podcasts; and Post event follow ups.
- Ensure occasional features in Africa hub & International newsletter, website and publications

4. Qualifications & Experience:

- Bachelors Degree in either Media, Communications, Marketing, Public Relations or related fields
- Minimum 3 years of experience
- Some experience and knowledge of graphic design applications (experience using Canva is beneficial)
- Positive energy and creativity: the ability to successfully prioritize and manage competing priorities.

5. Competencies:

- High levels of professionalism, integrity, and respect for diversity.
- Effective written and verbal communication skills
- Ability to work independently, as well as in a team environment.
- Ability to adapt to and support change.
- Must be motivated, innovative and have a proactive approach while working under minimal supervision.
- Promote a team culture with common goals to maintain a high-performing team.
- Attention to detail and ability to maintain a high level of quality work output.
- Meet deadlines with the capacity to work overtime, ability to multi-task, solve problems, and effectively support executive team
- Proficiency in Microsoft Office Suite applications, web-based research skills and pability to learn applications and technology.

SUBMISSION DETAILS

To apply, Email your CV and a brief cover letter to: info@globalcompactsa.org.za by 29 April 2024