

# Job Description



<b>Job Title:</b>	<b>Liaison Officer</b>		
<b>Cluster:</b>	Communications Cluster		
<b>Grade and Salary:</b>	\$24 000 - \$27 000 per annum including benefits	<b>Contract Type:</b>	Fixed Term – 1 year with possibility of renewal
<b>Location:</b>	South Africa Johannesburg		
<b>Reports to:</b>	Communications Cluster (TBD)		
<b>Direct Reports:</b>	N/a		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The Liaison Officer will support the networking and outreach activities of Secretary General’s office. Located in the Communications cluster, this role will work closely with teams coordinating CIVICUS’ external engagements – including advocacy, networks and media – to effectively harness and position the voice, presence and influence of the Secretary General in support of the aims and outcomes of the CIVICUS alliance.</p> <p>The ideal candidate will be extraordinarily inspired about pursuing opportunities for solidarity and collaboration with diverse stakeholders, possess excellent communication and networking skills and be able to inspire enthusiasm, trust and confidence through their interactions. This role requires a high degree of attention to collecting and compiling high-level, strategic content, while being able to develop and coordinate systems that allow the seamless activation of events, updates and interactions relevant to the Secretary-General’s (SG) representational roles.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Planning &amp; scheduling external engagements</b>	<ul style="list-style-type: none"> <li>● Review and respond to internal and external requests for the SG’s intervention and engagement (written and spoken); including identifying alternate representation or response related options where needed</li> <li>● Track and schedule events and deadlines related to the SG’s engagements (online and in-person)</li> <li>● Schedule and prepare for meetings and events initiated by or on behalf of the SG; document outcomes when required and coordinate follow up actions</li> <li>● Organise background materials for all external engagements and oversee the completion of all travel-related logistics with relevant teams</li> <li>● Coordinate with relevant teams for the advance planning of the SG’s role in support of CIVICUS’ influencing and networking outcomes</li> <li>● Work closely with the communications team to identify and execute opportunities for media and public engagement involving the SG and Board</li> <li>● Coordinate with relevant teams to delegate and distribute representational roles</li> </ul>		
<b>Collecting and coordinating materials and content</b>	<ul style="list-style-type: none"> <li>● Track key advocacy, research and program developments across CIVICUS as the basis for the key messages and interventions by the SG</li> <li>● Develop effective speaking notes and presentations that support the SG’s and Board’s representation in external events on behalf of CIVICUS</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Liaise with teams and stakeholders to create, coordinate and publish web, media and social media content related to the SG's role and engagements</li> <li>• Support teams to track and improve outcomes related to stakeholder engagement with the above content</li> </ul>
<b>Person Specification</b>	
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Requires a degree in Public Relations or Communications, or alternative education and experience in a related field</li> <li>• Evidence of written and spoken expertise in English</li> <li>• Training or work experience in outreach and networking would be an added advantage</li> </ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience in a cross-cultural networking or communications role</li> <li>• Prior experience as a Liaison Officer or equivalent experience in a similar role is strongly desired.</li> <li>• Good knowledge of social media tools and strategies</li> <li>• Demonstrated understanding of cultural values and norms of various communities, particularly of communities of color</li> <li>• Effective intercultural communication skills and ability to build trust and collaboration with people from diverse backgrounds</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills: able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and networks.</li> <li>• Ability to remain solution-focused and respectful in all interactions with colleagues and external stakeholders.</li> </ul>