

# Job Description



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|---|---|-----------------------|-------------------|
| <b>Job Title:</b>                                 | <b>Multilingual Community Building Officer</b>  |                       |                   |
| <b>Cluster:</b>                                   | Capacity Development  |                       |                   |
| <b>Salary:</b>                                    | \$29, 249 USD   | <b>Contract Type:</b> | 1 Year Fixed Term |
| <b>Location:</b>                                  | Flexible with Johannesburg as preference  |                       |                   |
| <b>Reports to:</b>                                | Diversity and Inclusion Coordinator   |                       |                   |
| <b>Direct Reports:</b>                            | N/A   |                       |                   |
| <b>Job Role</b>                                   |   |                       |                   |
| <b>Role Overview:</b>                             | <p>This role will be an introduction to international civil society and diversity and inclusion (D&amp;I). This role will be expected to support the Diversity and Inclusion Coordinator with building a diverse and inclusive community in all regions and in different languages. This role will work directly with different types of civil society organizations and support their needs on increasing their work on D&amp;I. This role will be 50% administrative to keep the D&amp;I programmes running smoothly. This role will also take on an array of tasks to get a rounded experience of working with an international civil society organization. We require an individual with a unique set of skills, who is proficient in relationship building and committed to diversity and inclusion.</p> |                       |                   |
| <b>Areas of Responsibilities</b>                  | <b>Key Activities</b>   |                       |                   |
| <b>Support on D&amp;I Pilot Programme</b>         | <ul style="list-style-type: none"> <li>• Work with CIVICUS members in the pilot programme to support their plan and build relationships</li> <li>• Provide multilingual support to the team</li> </ul>  |                       |                   |
| <b>Administration and Logistics</b>               | <ul style="list-style-type: none"> <li>• Complete daily administrative tasks to keep the diversity and inclusion programmes running</li> <li>• Take on the logistics to plan physical meetings</li> </ul>   |                       |                   |
| <b>Social Media</b>                               | <ul style="list-style-type: none"> <li>• General upkeep of the Diversity and Inclusion Group for Networking and Action</li> </ul>   |                       |                   |
| <b>Translation</b>                                | <ul style="list-style-type: none"> <li>• Support the D&amp;I team and Communications team with translations in English, French and Spanish</li> <li>• Coordinate further translation when necessary</li> </ul>  |                       |                   |
| <b>Person Specification</b>                       |   |                       |                   |
| <b>Education, Language &amp; Qualifications</b>   | <ul style="list-style-type: none"> <li>• Should have a degree or relevant activist experience in matters related to diversity and inclusion</li> <li>• Must be fluent in English, French and Spanish in reading, writing and speaking</li> </ul>  |                       |                   |
| <b>Essential Knowledge, skills and Experience</b> | <ul style="list-style-type: none"> <li>• Relationship management</li> <li>• Organizational skills</li> <li>• Administrative skills</li> <li>• Must be proficient in Microsoft Excel / Google Sheets</li> <li>• Experience in social media</li> <li>• Quick learner</li> <li>• Should have background or experience in diversity and inclusion</li> </ul>  |                       |                   |

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