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## Job Description

**Position** : Communications Officer

**Location** : CCI Head Office - Pretoria

**Reporting** : Position reports to the Senior Program Manager – Global Fund Programs

## Organisational Background

Centre for Community Impact (CCI) [www.ccisa.org.za](http://www.ccisa.org.za), formerly known as Johns Hopkins Health and Education in South Africa (JHHESA), is a South African local Health and Social Behaviour Change and Communication organisation, which is also registered as a local Non-Profit Organisation (NPO) in the Kingdom of eSwatini (formerly Swaziland). Since CCI's early years under the stewardship of the Johns Hopkins University's Centre for Communication Programs, CCI has been at the forefront of the response to Gender Based Violence (GBV), HIV, TB, and STIs in South Africa. The mission of the organisation is to be a human rights-based organisation that uses evidence to localise policies into impactful actions, develops communication strategies that transform and inspire resilient communities; and for lasting strategic solutions on gender inequality, HIV, health, climate crisis, and other social development challenges. Our commitment is to forge enduring solutions, shaping a world where human rights are upheld, health thrives, and gender inequality is eradicated.

## Position Summary

CCI seeks to employ a **Program Officer - Communications** who is expected to support effective communication for the CCI-supported programs, including the Sex Worker Programme (SWP), Community Systems Strengthening (CSS), and Human Rights and Gender (HRG). Critical for this position is communicating appropriate messaging to the GF grant recipients and communities. It is expected of the incumbent to establish both internal and external communication processes for CCI leveraging on existing communication infrastructure but also adopting new approaches to effective communication. Information communicated should be relevant to different audiences but should reach all corners of society, from funders, key stakeholders, the public, and targeted key populations. The incumbent is expected to work closely with the Programmes team to aide in enhancing social behaviour change communication in interventions being implemented across the CCI supported Global Fund modules.

## Responsibilities

### 1. Planning, Coordination, Implementation, and Capacity Building

- Develop a comprehensive communication plan for the three modules Sex Worker Programme (SWP), Community Systems Strengthening (CSS), and Human Rights and Gender (HRG).
- Working closely with the Programs team, align communication activities to program priorities.
- Develop targeted communication plans and strategies for the different populations utilizing most recent and innovative approaches.
- Develop IEC and promotional materials tailored to promote behaviour change – materials should be sensitive and developed in consultations with targeted key populations.
- Establish digital and social media platforms for enhanced engagement with relevant content and establish links for referrals
- Develop content and guiding notes for outreach campaigns, advocacy activities and roadshows.
- Establish relationships with media outlets and journalists to help communicate CCI-led programs
- Organise themed press briefings and interviews for key events and advocacy campaigns, and ensure wider coverage and dissemination
- Lead with branding and marking of programs and amplify branding and identity of programs amongst KPs
- Facilitate needs-based training for staff in implementing organisations to be able to document and communicate their work and life experiences relevant to programs supported.

### 2. Monitoring, Evaluation & Reporting

- Closely monitor coverage and reach through established communication channels and promote platforms with a wider population reach.
- Document program and life-changing experiences and share these through various platforms.

### Qualifications and Experience

- Bachelor's Degree in Communications, Journalism, or related field.
  - Additional qualifications in public health will be advantageous.
  - At least 3 years of progressive experience in a similar role within an organisation implementing HIV programs.
  - Excellent writing, editing, and visual skills.
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- Experience working with key populations, specifically Sex Workers (SWs) in South Africa.
  - Experience in social listening and other strategies critical for CCI brand visibility in relation to GF funded programs.
  - Strong understanding and experience working with Sex Workers (SWs) and within communities implementing Human Rights and Gender (HRG) activities.

#### Competencies

- Exceptional programme management skills.
- Strong analytical skills
- Excellent communication skills (verbal, written, and presentation), including the ability to produce high-quality technical reports.
- Cultural sensitivity and ability to work effectively with diverse communities and stakeholders.
- High degree of organisational and time-management skills; able to handle multiple priorities and deadlines.
- Valid driver's license without any endorsements.
- Willingness to travel extensively within South Africa.

#### Application Process:

- Interested candidates should submit an updated CV to CCI Human Resources at [jobs@ccisa.org.za](mailto:jobs@ccisa.org.za)
- Please use the job title **"Communications Officer"** as the subject line for your application.
- Only email submissions will be accepted or considered.
- The closing date for applications is the **17<sup>th</sup> of July 2026**. Please note that shortlisting will commence upon publication of the advertisement and continue until the closing date.
- Late applications will **NOT** be accepted or considered.