

**ACCESS CHAPTER 2  
IS SEEKING A MEDIA AND COMMUNICATIONS OFFICER  
TO BE BASED AT AC2 PRETORIA WE BELONG CENTRE**

**Company:** Access Chapter 2

**Published:** 02 July 2024

**Location:** Pretoria

**Closing Date:** 09 July 2024 15:00 PM

**Key Duties and Responsibilities**

- Develop an annual operational budget for the Communications Unit.
- Draft the action plan for the Communications Unit emanating from the strategic planning of the organisation.
- Meet and conduct interviews with media personnel
- Write, edit and distribute various type of content, including material for a website, marketing material and other types of content that take the message to the public
- Manage and improve the public image of the organisation
- Maintain digital media archives.
- Develop communication tools and environments across the organization
- Manages all internal and external communications regarding brand and service campaigns.
- Manage all external and internal communication in close liaison with the Management/Exco.
- Manage the reputational risk of the company through effective communication both internally and externally.
- write, prepare, distribute and promote al our press releases and all other communications tools we release for the public updates.
- Be the organisation primary contact person for media related contact.
- Lead communication's day to day work for all our socials and digital media presence (website, Facebook, Twitter, YouTube, TikTok and LinkedIn)
- Develop and execute a social investment plan to support the organizational vision and mission.
- Plan and executive interventions to position the organisation as a socially responsible organisation.
- Lead on resource mobilisation for the organisation media, marketing and communication execution plans.
- Ensure all marketing and communications material align with brands standards.
- Maintain a database of media organizations and contacts within them.

Access-Chapter 2 NPC is an organisation based on the South African Constitution which is the Bill of Rights Chapter 2.

**VISION:** A world where Women and Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI+) people in their diversity have equal Access to Human Rights.

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- Coordinates and contributes to the development of communications strategy, and branding initiatives in accordance with approved plans and strategies.
- Produce internal communications platforms such as newsletters
- Ensure the website is updated with relevant communications.
- Prepare Communication Unit budget in conjunction with Programmes and Operations Manager.
- Draft and monitor the annual communications plans/roadmaps.
- Ensures all new or revamped services and programmes are launched effectively.
- Prepare reports for the management team, including recommendations to ensure a positive media
- Be the Chief Executive Officer's Corporate Social Responsibility initiator.
- Take lead in providing stakeholder engagement sessions.
- Liaise closely with media, communications suppliers to ensure that merchandising material is produced in-line with the organisation brand guidelines.
- Campaign development, monitoring and conducting impact reviews of Communication campaigns, making recommendations on future marketing interventions.

### Minimum Qualifications, Experience and Skills Required

- Diploma in Communication, Public Relations or relevant qualification.
- 3-5 years proven experience in Communications.
- Demonstratable skills and experience in Microsoft office
- Good oral and written communications skills
- Leadership skills
- Good networking skills
- Ability to multitask and prioritize projects
- Pays attention to detail
- Knowledge of the associated press style guide

### Application process:

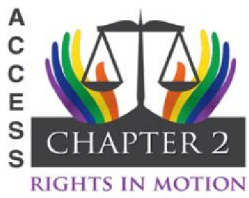
Interested candidates should email a cover letter and CV no longer than 3 pages with 3 contactable references to [vacancies@ac2.org.za](mailto:vacancies@ac2.org.za) on the subject line please put the name of the position you are applying for.

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Non-Profit Company Number: (2014/092374/08),  
Non-Profit Organisation Number: 209-162,  
Public Beneficiary Organisation Number: 930 028 787



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