



FRENCH INSTITUTE OF SOUTH AFRICA

Communications & PR Officer

The French Institute of South Africa is seeking to appoint a **Communications & PR Officer**. The position is based in Braamfontein, Johannesburg, South Africa.

Summary of duties

>> Communication, Press & Event

Build and execute the communication strategy

Coordinate the communication strategy with the French network, partners and sponsors

Write and distribute media/press releases

Manage press and media inquiries

Create new and ongoing relationships with media, journalists and industry contacts

Organise, coordinate and attend press launches, premieres and events

Manage and keep up-to-date the media list

>> Social Media & Online Platforms

Build and execute the Social Media Strategy

Act as a Community Manager on social media platforms, monitor the performances and analyse the statistics

Write and post articles on the website

Update and keep up-to-date the contact database

>> Project Management & Reporting

Collaborate with designer to create communication supports and materials

Manage the communication budget

Coordinate with project managers

Report to Head of IFAS and Embassy

Coordinate projects with photographers, cameramen and agencies

Required skills

- Excellent knowledge of French and English languages (ability to work in both languages);

- Excellent writing skills in French and English

- Ability to work independently and as a team member;

- Must be fully computer literate (MS Office Suite);

- Excellent communication skills;

- Good knowledge of the South African media and arts & culture

- Knowledge in graphic design softwares would be an advantage

Qualifications and experience required

- A degree in Marketing, Communication or Media studies

- Should ideally have prior experience in the marketing of cultural projects

Open to:

Citizens or permanent residents in South Africa or applicants who are legally in a position to work in South Africa.

Conditions:

Fixed-term renewable one-year contract with a 3-month trial period; possibility of permanent contract after 2 years of fixed-term contracts;

40 hours a week;

Gross salary: R 26 779 per month

Benefits: 13th cheque + medical aid + retirement fund + transport allowance

To apply, please *send CV with covering letter*, to *Violaine Pattee-Suquet*: administration@ifas.org.za by **August 15th 2018**

Only short-listed applicants will be contacted.