



# GBVF

RESPONSE FUND

## **INTERNSHIP OPPORTUNITY**

*Advocacy and Communication*

**Location:** Johannesburg, South Africa

**Remuneration:** Monthly Stipend

**Duration:** 12 months

The Gender-Based Violence and Femicide (GBVF) Response Fund has an exciting opportunity for a motivated graduate to join our growing team. If you are looking for an opportunity to learn and gain practical experience in the development sector, then this is the opportunity for you!

Our organisation was launched in 2021 by His Excellency President Cyril Ramaphosa, to tackle the scourge of GBVF in South Africa. The Fund's goal is a South Africa free from gender-based violence and femicide directed at women, children and LGBTQIA+ persons. The organisation is guided by the National Strategic Plan on GBVF. The Fund aims to play a critical role in making change happen, based on research, awareness and practical support to organisations actively engaged in the fight against this scourge.

The role will have exposure to gender-based violence and femicide programmes, grants management, advocacy and campaigning. The role will mainly play a role in supporting general administration in the Advocacy and Communications unit.

### **DUTIES AND RESPONSIBILITIES**

- Provide Administrative support for the Advocacy and Communication unit.
- Assist in coordinating advocacy campaigns, including outreach to partners and stakeholders, development of campaign materials, and organizing advocacy events to raise awareness and promote the organization's mission and goals.
- Support team in drafting briefs and collating inputs on content developed by creative agencies/ service providers for various communication materials such as newsletters, press releases, social media posts, and reports, ensuring they align with the organization's messaging and branding guidelines.
- Gather data and conduct research on relevant topics and issues related to the organization's advocacy efforts, providing comprehensive summaries and analysis for use in reports, presentations, and other communication materials.
- Help in managing the organization's communication channels, including email lists, contact databases, and other relevant platforms, ensuring that all communication is accurate, up-to-date, and reaching the intended recipients.
- Support in maintaining a comprehensive communication calendar, including key events, milestones, and deadlines related to advocacy and communication activities, ensuring that all team members are well-informed and prepared for upcoming engagements.

- Assist the team with general administrative support tasks.
- Coordinate, participate, take notes and provide detailed feedback on tasks in team meetings on behalf of the team.
- Compile, write and format key documents.

#### **QUALIFICATIONS AND EXPERIENCE**

- Degree in Social sciences or marketing and communications
- Advocacy and communication skills (in writing and verbally)
- Planning, organising and time management skills
- Ability to work both in a team environment and independently
- Hard working, curious, innovative, dependable and driven attitude
- Computer literate, familiar with Microsoft Office Suite
- Willingness to learn, interest in working in a social justice programming environment.

#### **Application Information:**

The Fund is committed to youth skills development by allowing graduates to gain work-based experience. Unemployed graduates are invited to apply by sending your CV and a short covering letter (1 page) to ([hr@gbvfresponsefund1.org](mailto:hr@gbvfresponsefund1.org)). **Applications will be open until 31<sup>st</sup> October 2023.**

GBVF Response Fund is an equal opportunity employer and seeks to employ and assign the best qualified talent, persons with disabilities and female candidates are encouraged to apply. If you have not had any response by the end of November 2023, please consider your application unsuccessful.