



TEL +27 11 339 1476 | WWW.IRANTI.ORG.ZA
30 WIMBLEDON ROAD, BRIXTON, JOHANNESBURG, GAUTENG, 2092
NPC REG NO. 2019/626616/08

Job Profile: Social Media, Communications and Documentation Officer

Job title	Social Media, Communications and Documentation Officer
Reports to	Operations, Logistics and Administration Officer for workflow and performance
Content direction	Executive Director
Direct reports	None
Location	30 Wimbledon Road, Brixton, Johannesburg
Employment type	Fixed term to 28 February 2027, full time. Extension subject to funding and performance
Date	September 2026

Overview

Irantí is seeking a creative and resourceful person to fill the role of Social Media & Communications Officer. Reporting to the Advocacy, Policy & Legal Reform lead, the role is responsible for executing strategies that maintain and increase engagement with audiences across Iranti's digital platforms. They also support Iranti's and our partners' advocacy goals through strategic communications to external targets.

The ideal candidate should have a passion for developing and communicating advocacy messages and telling engaging stories, and demonstrate the ability to work independently in a dynamic NGO environment.

Main purpose

To maintain and build active engagement across Iranti's digital platforms, and create content in support of Iranti's and our partners' advocacy goals, striving to provide current, factual and engaging content targeting key change-makers, stakeholders and partners.

Key responsibilities

Communications and social media

- Research, write, edit, fact check and proofread content for the website, social media, newsletters, posters and video scripts, consistent with Iranti's brand and voice.
- Run communications for Iranti campaigns, convenings and events, and respond to opportunities that arise externally to raise the profile of the organisation and our advocacy goals.



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- Draft media releases, holding statements, media responses and speeches with the approval of the Executive Director.
- Respond to enquiries and engagement from followers and audience members promptly, and know which responses need approval before they go out.
- Maintain and update website content, using WordPress.

Documentation

- Capture photography, video and audio at Iranti events, convenings and partner activities.
- Edit short form video, audio and image material for advocacy, reporting and exhibition.
- Verify consent and safety before any material featuring an identifiable person is published or reused, and stop publication where consent cannot be confirmed.
- Work with programme colleagues and partners to identify material worth documenting.

Reporting and administration

- Provide monthly reports on social media engagement and keep records of media coverage and platform analytics.
- Maintain a social media and communications calendar and share this with staff for their engagement
- Ensure that all documents and media content is digitally stored in a consistent structure, recording its source, date, location and consent status for every item.
- Support, where needed, the fundraising efforts of the Executive Director, providing insights and reflections on social media and communications impacts and opportunities.
- Contribute to donor reports, where needed, reporting on documentation and media and communications outreach and analytics.

Consent and safety

Material held by Iranti includes images of LBQTI people from countries where identification carries risk to their safety and liberty. Consent obtained for one purpose does not transfer to another, and consent can be withdrawn. This role is responsible for checking consent before publication in every case, and for raising any doubt with the Executive Director rather than resolving it alone. Handling of personal information must comply with POPIA.

Requirements

- At least four years producing communications and digital content, with a portfolio of published work.
- Practical experience shooting photography and video, and editing short form video, audio and images.
- A good eye for design and experience working with graphics and branded material using digital editing tools.



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- Experience with content management systems, WordPress in particular.
- Experience collecting and reporting on social media metrics.
- Understanding of consent and safety practice when representing LGBTQI people, including across borders.
- Experience of working in the NGO sector, preferably in an LGBTQI context.

Application process

Interested candidates should submit a CV and a short covering letter setting out their relevant experience and why the role suits them. Shortlisted candidates will complete a practical work sample and a panel interview.

Irantí is an equal opportunity employer. Applications from lesbian, bisexual, queer, trans, intersex and gender diverse people will be prioritised. Iranti reserves the right not to make an appointment.