Pretoria: Digital Communication Officer, African Futures and Innovation Programme

The African Futures and Innovation (AFI) programme at the Institute for Security Studies (ISS) produces data-driven forecasts about where the continent is heading. We're looking for a Digital Communication Officer to ensure that our work reaches the people who can use it: policymakers, partners, journalists and curious readers across Africa and beyond.

If you enjoy turning complex research into social media and web posts, newsletters and explainers that people actually want to read, and you like using audience data to work out what's landing, this role is for you.

About the role
You'll work with AFI researchers and the ISS Communication team to grow our digital audiences and make sure our analysis is timely, easy to find and influential online. You'll report to the Director of Communication and work closely with the Head of AFI and the research team. The position is based in Pretoria.

About AFI
AFI uses the International Futures forecasting platform and other evidence to explore how choices on governance, education, health, demographics, economic transformation, infrastructure, trade, climate and technology could shape Africa's future. Through the African Futures website, publications, media engagement and policy dialogue, we help decision makers consider practical pathways towards more prosperous, secure and inclusive African futures.

What you'll do
- Plan and run an annual digital communication plan and content calendar that supports AFI's priorities and the ISS communication strategy.
- Turn AFI research into engaging social media posts, website content, newsletters and short explainers, shaped for each platform and audience.
- Grow our digital audiences and run targeted campaigns for publications, forecasts, launches, webinars and policy dialogues.
- Track how our website, newsletters and social channels are performing, then use what you learn to sharpen our content and advise the AFI team on website improvements.
- Coordinate infographics, data visualisations, videos and podcasts with researchers, designers and service providers.
- Support the ISS Communication team with media outreach, including press releases and coverage tracking.

- Keep an eye on new developments in digital media and on how to communicate forecasts and data responsibly.

What you'll bring

- A 3-year tertiary qualification in communication, journalism, digital media or a field relevant to the ISS' work.
- Three to five years' experience in digital communication, social media management or digital content, ideally in a research, policy, non-profit or international setting.
- Excellent written and spoken English, and the knack of explaining complex evidence and numbers accurately and engagingly.
- Proven experience running social media channels and growing engaged online audiences.
- Strong knowledge of digital audience development, web and social media analytics and media monitoring, and the ability to turn data into practical recommendations.
- The ability to work independently and with others, generate ideas, juggle competing priorities, pay close attention to detail and meet deadlines.
- Proficiency in Microsoft Office and design tools such as Canva, Figma or Adobe Creative Cloud.

Nice to have

- Ability to speak and write in French.
- Experience working with journalists or the media.
- Experience coordinating multimedia production, or hands-on skills in photography, videography, podcasting, graphic design or data visualisation.
- Knowledge of Flourish or Datawrapper, or custom visualisation using D3.js or similar.

The details

This is a full-time, 12-month contract that may be renewed, depending on department requirements, funding and performance. We offer a competitive salary, and the position qualifies for work-from-home flexibility at the discretion of the Director of Communication and Head of AFI.

How to apply

Email your application to Rekha Valabh at pretoriajobs@issafrica.org. Please include:

- A cover letter telling us briefly why African futures work interests you and giving an example of how you've grown the digital reach or engagement of research, policy analysis or another complex subject (or how you'd go about it at AFI).
- A detailed CV with at least three contactable referees.
- Links to a portfolio or published work, such as web, social media or multimedia content.

Only short-listed candidates will be contacted.

The ISS values diversity, professional integrity and innovation. Female applicants are especially encouraged to apply.

Learn more about AFI at futures.issafrica.org and about careers at the ISS at www.issafrica.org/about-us/careers-and-opportunities.

Closing date: 30 November 2026