

Corruption Watch is a South African civil society not-for-profit organisation. We gather and analyse information from the public; build alliances; and help people take a stand against corruption.



Manager: Data & Analysis

The successful candidate will lead the case management system of Corruption Watch, to ensure that all reports of corruption are logged, appropriately allocated, tracked and managed from end-to-end, stored and archived. S/he will also be responsible for overseeing analysis of incoming data and producing both analytic reports and management information about the incoming corruption reports.

QUALIFICATIONS AND SKILLS REQUIRED: The Data and Analysis Manager will have

- An Honours Degree or National Diploma in Administration / Library Science / Knowledge Management or relevant equivalent
- A minimum of 3 years' experience in case management / document management / database management or knowledge management
- At least 2 years experience of managing a team of staff
- The ability to produce high-quality written reports in English
- Excellent analytical skills and attention to detail
- Strong planning and organising skills
- Knowledge of office management systems and procedures
- Proven ability to work under pressure
- Self-confidence, good teamwork and interpersonal skills;
- Good oral and written communication skills in at least one South African language other than English will be an advantage;
- Proficiency in MS Office; and ideally also proficiency in database (SPSS) or case management systems;
- Knowledge or experience of the good governance or anti-corruption field locally and/or internationally will be an advantage.

KEY RESPONSIBILITIES: The Data and Analysis Manager

- Develops and monitors utilisation of the CW incident management system;
- Ensures the integrity of information/data on the incident management system;
- Collaborates closely with senior CW staff and associates to support CW's investigation, research and advocacy functions by ensuring that cases are effectively tracked and located;
- Manages staff to ensure that they meet their performance objectives.
- Oversees data mining and data analysis;
- Works collectively with other members of CW staff to deliver agreed outputs and participates actively in the life of the organisation.

JOURNALIST

The successful candidate will join the Communications and Stakeholder Management unit and work closely with the existing team of CW's professional investigators. S/he will also be responsible for undertaking field work as required and write coherent, accurate, and newsworthy content for the Corruption Watch website.

QUALIFICATIONS AND SKILLS REQUIRED: Journalist

- Strong writing and reporting skills.
- A minimum of three-years in print journalism.
- The ability to produce high-quality written news reports in English.
- Knowledge or experience of investigative reporting.
- Proven ability to work under pressure.
- A journalism diploma/degree or relevant equivalent.
- Courage, self-confidence, good teamwork and interpersonal skills.
- Knowledge of radio production is desirable.
- Ability to speak another South African language, other than English or Afrikaans, will be an added advantage.

KEY RESPONSIBILITIES:

- Identify story ideas from the Corruption Watch data base of reported incidents of corruption.
- Initiate own investigation into cases reported to CW.
- Provide further research and field work into cases handled by the CW investigators.
- Write coherent and accurate newsworthy stories based on completed CW investigations.
- Write analytical news features based on corruption trends and research.
- Collaborate closely and support CW's investigation, research and advocacy functions by providing strong writing skills.

COMMUNICATIONS OFFICER

The successful candidate will join the Communications and Stakeholder Management unit and will play a key role in assisting Corruption Watch build a strong public image and promote its work externally. This is a junior position and requires a dynamic candidate with the ability to work in a challenging and demanding environment.

QUALIFICATIONS AND SKILLS REQUIRED: Communications Officer

- The ability to produce high-quality written material in English.
- Proven ability to produce press releases and other communication material.
- Experience in online media including social media.
- Proven ability to work under pressure.
- A communications degree or relevant equivalent.
- Self-confidence, good teamwork and interpersonal skills.
- Ability to speak another South African language, preferably Sesotho, will be an added advantage.

RESPONSIBILITIES: Media

- Support the drafting of press releases and feature articles in order to generate positive media coverage.
- Support the relationship between CW and journalists.
- Monitor media coverage and compile relevant monthly reports.
- Events**
- Contribute to the planning of media and stakeholder events.
- Organize and manage logistics for CW public events.
- Website and social media**
- Contribute to the weekly planning of content.
- Support the production of website and social media content.
- Identify useful publications or resources that will enhance CW web and social media content.
- General**
- Manage the production of CW reports, newsletters, leaflets, and brochures.
- Contribute to the planning of CW campaigns.
- Support the research and writing of campaign materials.
- Implement communication and promotional plans within set timeframes and deadlines.
- Support internal communication.
- Perform other activities as required by Corruption Watch.

REMUNERATION:

- Remuneration is commensurate with experience. Corruption Watch is a grant-funded institution and the level of remuneration is dependent on available funding.
- Employment will be offered on a one-year renewable contract

TO APPLY: To apply please submit:

1. A covering letter motivating your application for the position
2. A detailed CV;
3. Details of three(3) contactable references (including email addresses)
4. (Journalist application) Two examples of published print stories (preferably, investigative or in-depth analytical features).

To Mr Aadil Vally, Operations Manager, email: admin@corruptionwatch.org.za, or fax: (011) 447 2696 or post: P O Box 113 Parklands 2121.

CLOSING DATE: 6th August 2012

If you do not hear from us within 3 weeks of the closing date, you can assume your application has been unsuccessful. Only shortlisted candidates will be contacted. Shortlisted candidates will be required to conduct a written test as well as an interview.

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Please check and fax signed copy

Name: _____

Company: _____

Signature: _____

Size: **24x4** _____

Cost: _____