



Irantí is a registered non-profit organisation (NPO), founded in June 2012 to focus on lesbian, transgender and intersex rights across the African continent. We achieve our purpose through advocacy, movement building and multi-media storytelling. We work with an intersectional lens, often with LGBTI-sector partners, across the region and beyond. We have a 10-person team and operate from our office in Braamfontein, Johannesburg.

Irantí is seeking to hire two managers:

### **FINANCE MANAGER**

We intend to appoint a qualified and experienced Finance Manager to oversee Iranti's financial affairs. This is a full-time position, reporting to the executive director. The Finance Manager is also a member of Iranti's management team.

#### **Responsibilities**

The Finance Manager will have responsibility to manage and implement Iranti's financial affairs including the following:

- Financial forecasting, annual budgeting and cash flow
- Audit preparation and oversight
- Compliance with statutory and regulatory requirements
- Cash flow and Risk Management
- Creation, implementation and reviewing of internal controls, financial policies and administrative systems
- Funding proposal budgets and reporting in accordance with contracts
- Quarterly financial reports to the board and the finance committee
- Regular financial reports to the executive director and programme managers
- The finance manager will oversee administrative assistants and work closely with payroll and HR functions.

#### **Qualifications and Experience**

- A diploma, degree or equivalent qualification in Accounting
- At least five years financial management experience
- Advanced proficiency in the Pastel accounting system
- Proficiency in Microsoft Office
- Experience in the non-profit and/or development sector

## **MEDIA AND COMMUNICATIONS MANAGER**

We wish to appoint a qualified and experienced Media and Communications manager to conceptualise, manage and deliver compelling and distinctive multimedia for Iranti. This is a full-time position, reporting to the executive director. Given that media production is at the core of Iranti's work, the Media Manager is a member of Iranti's management team.

### **Responsibilities**

The Media and Communications manager will lead our documentation and multi-media production team and will have the following responsibilities:

- Develop and lead Iranti's media strategy in support of our advocacy objectives
- Manage the production and delivery of all multi-media research, writing and production, including community interviews, documentation, photographic and video recording
- Oversee Iranti's website and social media
- Ensure data and analytics on the progress of Iranti programmes are produced monthly and published on our website and social media
- Develop and manage the multi-media archive
- Oversee publications including newsletters, press releases, occasional papers and annual reports
- Manage a regional media and documentation network
- Ensure that all technology required for efficient multi-media production is maintained

### **Qualifications and Experience**

- A diploma, degree or equivalent qualification in Media and Communications
- At least five years media management experience including management of production teams and projects
- Competence in managing production budgets, and report writing
- Proficiency in Microsoft Office, editing software for film and podcasting
- Experience in the non-profit and/or development sector

### **To apply**

Kindly send a letter of application and your CV, including three contactable referees to [jabu@iranti.org.za](mailto:jabu@iranti.org.za) by close of business on 8 January 2018.

Please note that only shortlisted candidates will be contacted.

Lesbian, Trans\* and Intersex persons are encouraged to apply.