



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB OPENING
COMMUNICATION OFFICER/ PRODUCTION FOCAL POINT
Based in Juba

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Juba.

Main Duties and Responsibilities:

Production and archives

- Manages the delegation's communication tools needs and the Field Production Book;
- Plans the delegation's communication tools productions and coordinates all production requests for the whole delegation and sub delegations;
- Coordinates with Nairobi and Cairo Delegations for South Sudan productions that require regional support;
- Supports in-house productions when appropriate (e.g. layout of Facts and Figures) and coordinates the process;
- Develops a network of local suppliers (print, A/V, photographers, illustrators, designers, etc.) and keeps the contact database updated.

General

- Conducts presentations and general information sessions on the ICRC to internal and external audiences;
- Responsible for all secretarial duties in the communication department;
- Ensures a timely and organized stock management process (order, warehousing and distribution) of publications and promotional items for the use of the delegation;
- Prepares Requisition Orders for purchases and follows-up with Logistics department.

Minimum Required Knowledge & Experience:

- Bachelor Degree or equivalent higher education degree in a humanitarian field, law, communication, information, journalism or equivalent field. Post Graduate or Master's Degree is an asset;
- 3-5 years of experience (or vocational training) in a humanitarian field, law, communication, information, journalism, publishing or similar position;
- Fluent in English and Arabic (oral and written); **Fluency in classical Arabic** is a must for this position;
- Expert level in computer skills: Word, Excel, Power Point, email, internet;
- Skilled in the following competencies: Communication (ability to express and exchange views and ideas); Analysis & Synthesis; Networking & Communication; Responsibility & Autonomy, Planning & Organization;
- Knowledge of ICRC mandate and activities and good knowledge of IHL;
- Very good knowledge of the socio-political environment of the country.

Interested candidates should submit their application clearly marked "**Communication Officer/ Production Focal Point**" (including C.V. written in English and copies of certificates) at latest **Tuesday 26th January 2016** to **The Administrator**.

either At the ICRC reception: **Juba, Wau, Bor and Rumbek**
or By email to : **jub_hr_services@icrc.org**

Only short-listed candidates will be contacted. Application files not retained will not be returned.