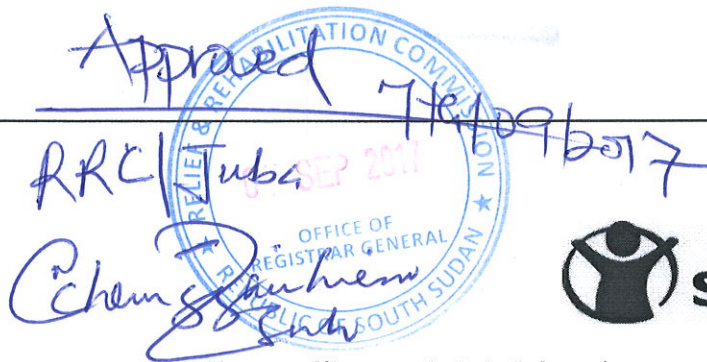


7th, Sept, 2017



Save the Children

External/Internal Job Advertisement

VA No. SCI-01022017

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

Job Title: Media and Communication Coordinator (1 post)
Location: Juba
Reports to: Media and Communication Manager
Contract Period: (TBC) Months



JOB PURPOSE:

The Media and Communications Coordinator works with the Media and Communications Manager to deliver vital information and communication products that enable excellent communication, media, advocacy and fundraising activities for the country programme, donors, Save the Children Members and across Save the Children International.

The Media and Communications Coordinator will assist on internal and external information management and the preparation of communications outputs that ensure the timely dissemination of programme information internally and externally.

The Media and Communications Coordinator will lead on engaging the national media in South Sudan to raise the profile of the organisation's work and priorities in-country. She/he will also assist the Media and Communications Manager to engage the international media by preparing media materials and organising in-country visits.

The Media and Communication Coordinator also works with the programme teams on communication materials for programme use such as videos, flipcharts, posters, and other IEC and BCC materials.

In this role, the post holder should be able to move projects forward with limited in-country support.

KEY AREAS OF RESPONSIBILITY:

Key area : Ensure appropriate SCI brand management

- Ensure SCI branding guidelines are adhered in external communications
- Support staff in familiarizing with branding guidelines
- Update staff with new branding guidelines

Key area: Information management

- Assist Media and Communications Manager with internal and external information and communication flows.
- Produce accurate, clear and consistent information and communication outputs relating to Save the Children's programmes and the current situation – including situation reports, key messages, Q&A's and factsheets. Respond appropriately with information and materials to change in the humanitarian situation in country.

Key area: Develop high profile for SCI

- Update country office communications materials including fact sheets and briefing papers for different stakeholders
- Support in updating of OneNet and social media platforms including Workplace
- Facilitate communication visits by SC members, freelancer photographers/film makers and external stakeholders such as journalists to programme sites with guidance from Media & Communications Manager

- Support production of communications products like information kits brochures, posters and project films
- Maintain quality of external publications by focusing on content, layout and design, as well as branding
- Support to CO staff in identification, documenting and drafting of stories, best practices and lessons learned to share with external audiences, and deliver appropriate communications training and support as requested/necessary
- With guidance from Information & Communications Manager, undertake field visits to collect high quality case studies, photographs and film as requested by CO, members or other external stakeholders

Key area: Manage media events

- Identify media opportunities for national media
- Draft statements, speeches, responses to media queries and press releases to national media
- Develops and maintains contacts with key print and electronic media (including radio, TV, news websites and blogs) to supply them with newsworthy material about SCI's work in the country.
- Organizes press trips when required to see development results or actions taken by SCI
- Organizes press conferences and press briefings when required for strategic communications
- Support Media and Communications Manager to organize media trips by international media and to respond to their enquiries in a timely manner
- Support Media and Communications Manager in handling reputational risk issues including drafting statements and responding to requests for information

Key area: Behaviour Change Communications (BCC)

- Work with Media & Communications Manager and field teams to develop IEC and BCC materials for use in the field.
- Advise field teams on effective means to deliver information to children, beneficiaries, government and other stakeholders, including the use of video, radio and other media, which can be accessible to children or people with low literacy levels or from different language groups.
- Engage and advise on potential materials and methods of communication for improved accountability to children, in Save the Children programmes.

With guidance from Information & Communications Manager, commission film, drama, radio and other production materials that can be used to meet programme objectives in the field.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS

Essential:



- [Bachelors] degree in an area of social development or equivalent.
- Recommended a minimum of [3] years management experience in a [NGO or Publication House]
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Strong results orientation, with the ability to challenge existing mindsets
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in
- Ability to present complex information in a succinct and compelling manner
- Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies
- Fluency in [Arabic] language required
- Fluency in English, both verbal and written, preferred

A commitment to Save the Children's mission and values

Child Safeguarding and Code of Conduct:

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

The position must be clearly indicated in your subject-line or envelop. **Or to**

Via E: mail Jobs.southsudan@savethechildren.org or hand delivered at reception Hai Malakal Head Office

Deadline for receiving applications is **28th, Sept, 2017 by 5.00 PM**

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

Disclaimer:

Save the Children International does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents

