



South Sudan  
Red Cross

10 JULY 2019

Approved  
Jita

## INTERNAL/EXTERNAL JOB ADVERTISEMENT

Job title:	Communication Coordinator
Duty Station:	SSRC HQs – Juba
Reports to:	Communication and Resource Mobilization Manager
Opening Date:	10 <sup>th</sup> June 2019
Closing Date:	21 <sup>st</sup> June 2019

### ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189<sup>th</sup> National Red Cross Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross Societies. SSRC's headquarters is based in Juba with a total of sixteen (16) branches – and a growing network of sub branches. There are currently over 250 SSRC staff members at the Headquarters and branches and approximately 10,000 volunteers across the country.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principles.

### SUMMARY JOB PURPOSE

The Dissemination and Communication Coordinator is responsible for the implementation of the SSRC's dissemination activities at the SSRC Headquarters and branches jointly with the Communication Officers.

### JOB DUTIES AND RESPONSIBILITIES

#### Dissemination activities:

- Manage dissemination (information sessions) for external audiences
- Conduct dissemination trainings to the volunteers as disseminators at the SSRC branches
- Ensure that the principles and ideas of the Red Cross Red Crescent Movement are disseminated as widely as possible within the population, volunteers and SSRC staff
- Ensure that Disseminators at the branches are equipped with the necessary tools to perform their functions effectively
- Include safer access in all SSRC dissemination sessions and trainings
- Promote positive collaboration with all the Movement partners particularly with the ICRC in the area of dissemination of principles and the International Humanitarian Law
- Organise World Red Cross Day at the HQs and support the Communication Officers at the SSRC Branches

#### Branding and the use of the SSRC logo/Emblem:



- Monitor use of Red Cross Brand in South Sudan at the National and State levels.
- Approve PROs for branded material produce by the SSRC or by the movement partners and other potential partners

#### **Budget, Monitoring and Evaluation:**

- Monitor and evaluate the work of the Communication Officers at the SSRC branches and identify necessary support particularly in capacity building
- Prepare quarterly consolidated IP Project and communication report
- Working closely with the Communication Manager in budget monitoring and ensure that the accountability is done
- Prepare monthly cash request as per the dissemination activities at the branches

#### **POSITION REQUIREMENTS**

- University Degree or Diploma preferably in Mass Communication, Journalism or Public Relations
- Previous experience working for a humanitarian aid organization
- Minimum 2 years' experience working in communication and journalism
- Excellent communication skills in public speaking
- Excellent written and verbal communication skills
- Flexible and adaptable to changing working conditions
- Strong oral and written communication & presentation skills

#### **How to apply:**

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including day time telephone contact to Human Resources Department. Or by email: [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org) please indicates the title of the position you are applying for in the subject line of your email.

**Alternatively,** applications can be hand-delivered to South Sudan Red Cross Headquarters, Plot #4, Block Ministries, Munuki Area, Juba  
Please indicate clearly the position you are applying for on the back of your envelop.

**You MUST arrange your documents in the following sequence.**

1. Cover Letter
2. Curriculum Vitae (CV)
3. Copies of Certificates and National ID

**Note:** Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

**Female candidates are encouraged to apply.**

