



ICRC

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



JOB ADVERTISEMENT **Communication Officer 1** **Based in Malakal, Upper Nile**

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 13,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are more than 700 ICRC staff working in Juba, Bentiu, Malakal, Rumbek and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

Function Description:

The Communication Officer 1 contributes to the implementation of Communication projects and activities, under supervision and in coordination with the management of the field structure. S/he contributes to representing the ICRC externally and to build the necessary understanding, acceptance and support of the ICRC among key stakeholders.

Main Duties and Responsibilities:

- With the support of the HoSD, the Communication Officer and the field team, conducts mapping of key interlocutors in Malakal SD's AoR;
- Develops expertise on implementation and promotion of the law matters and supports the work of the delegation in all matters relating to the National Implementation of IHL;
- Identifies the opportunity/need and proposes Community Engagement activities/tools.
- Keeps an inventory of the stocks of dissemination material and orders new materials from Juba;
- Keeps the stocks of dissemination material neat and clean and prepares "packages" for the teams to take to the field (ensures that no field team departs without communication material);
- Keeps radio spots, videos etc. ready for a speedy deployment to the field;
- In coordination with the HoSD, the relevant field teams and the coordination in Juba, identifies, assesses and defines operational communication or Community Engagement needs at the field level. Supports the development of strategies, plans and tools to meet operational communication or community engagement objectives for the SD;
- Foresees and develops community engagement strategies and tools for the SD;
- Provides translations during Communication sessions and / or meetings with interlocutors whenever necessary, and drafts minutes of meetings or other reports where pertinent;
- Drafts detailed OpCom reports, including on the feedback collected from communities/interlocutors, during dissemination sessions. and sends the monthly OpCom Statistics to Juba;
- Drafts key messages for ICRC field activities and briefs the assistance teams accordingly;
- Participates in assistance fieldtrips and supports the teams in the passing of key messages and community engagement.
- In collaboration with the Cooperation FO, organizes and conducts dissemination training on basic IHL, the Emblem, Origins and Fundamental Principles to SSRC staff and volunteers
- Organizes and helps deliver other SSRC courses such as training of trainers and coordination meetings;

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

- Follows up dissemination activities carried out in Upper Nile SSRC branches, through regular monitoring trips in collaboration with the SSRC communication department and the Cooperation FO;
- Provides feedback to SSRC dissemination staff and volunteers on their work both orally and in writing;
- Ensures that the administration of concerned SSRC branch-related activities runs efficiently.
- Assists in the organization of public communication events at the branch level;
- Advises on public communication activities in support of SSRC operations;
- Liaises closely with the Cooperation FO and department on issues concerning the above mentioned SSRC branches.
- In collaboration with the HoSD and HoSD Advisor, the Communication Officer, acts as a liaison between the ICRC and some authorities in Upper Nile.
- Develops, sustains and leverages a network of contacts with relevant institutions and ministries with a view to promoting knowledge and implementation of IHL;
- Keeps a network of contacts at radio stations and supports the airing of radio spots.
- Contributes to the delegation's environment scanning and analysis of the socio-political and economic situation, and reports on security and operational issues relevant for the ICRC to the management;
- Contributes relevant analysis necessary for the preparation of the PfR and for other relevant topics;
- Consolidates data and compiles monthly statistical reports for transmission to the COM Department in Juba according to the requirements;
- Contributes to the preparation of timely reports as required on the target groups (Com Report, Field Trip Reports, Weekly Highlights, Monthly Reports etc);
- Provides written reports on training sessions, monitoring trips and other activities as required.
- Performs any other tasks according to the needs of the Sub-delegation whenever requested by the department / management.
- Understands the three components of the Red Cross/Red Crescent Movement
- Applies the security rules at all times
- Respects and observes staff regulations of the ICRC in South Sudan
- Performs duties and tasks not covered in this job description and provides support to other departments when necessary.

Minimum required knowledge & experience:

- University degree or equivalent in a relevant field such as communications, political science, international relations, journalism.
- 1-2 year's work experience in a field relevant to communication and/or prevention (preferably within the ICRC).
- Minimum 1 year of experience in an ICRC operation an asset.
- IHL basic knowledge is an asset.
- Good knowledge of the political, social and media environment
- Confirmed capacity to represent the ICRC.
- Ability to work in a team.
- Good oral and written English and Arabic and the local language(s) of the AoR
- Intermediate level in computer skills: Word, Excel, Power Point, email, internet;
- Skilled in the following competencies: Team Work; Communication (ability to express and exchange views and ideas); Analysis & Synthesis; Networking & Communication; Representing the ICRC; Planning & Organization;

HOW TO APPLY

Interested candidates should submit their application clearly marked "**Communication Officer 1 – Malakal, Upper Nile**" (including C.V. written in English) and copies of certificates at latest **Monday, 4th June 2018** to the **HR Manager**.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

or By email to: jub_recruitment_services@icrc.org

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