



IHO SOUTH SUDAN • World Wide Movers Building, Hai Malakal • Juba • T +211928082382 • W www.ihosavinglives.org

Title:	Communications Officer
Objective	Support and maintain internal and external communications with IHO projects collaborators, service providers and assist to execute the communications strategy, maintain documentation of IHO projects.
Location Duty station	Juba a with travel as per the need to field offices and working sites.
Reports to	Programs coordinator

Job Summary: The Communications Officer provides integral strategic communications support to Impact Health Organization approach to achieving organization’s goal, mission and agenda. The Communications Officer’s primary objectives are; to support the implementation of IHO’s communications strategy and to contribute to the organization’s growth by developing individual giving and digital campaigns.

Key Duties and Responsibilities:

Strategic Communications

- Provide support in the development and implementation of key messages across all communications vehicle/Support brand compliance of function-specific documentation (e.g. newsletters, outdoor activities, fundraising reports, etc.), ensuring branded templates are in place and in use
- Support the writing and editing of op-eds, press materials, policy positions, briefs, reports and statements on issues related to sexual and reproductive health and rights.
- Assist staff members with brand adherence for all external communications including supporting staff trainings
- Monitor and report on key performance metrics and personal performance on a monthly basis
- Work closely with the M&E officer to translate evidence and data into messages for policy makers and other key stakeholders

Digital Engagement

- Support the ongoing governance and maintenance of core content on our website including implementing SEO activities for the website and tracking web traffic against targets
- Support our social media presence (e.g. Twitter, Facebook, LinkedIn, YouTube, Issuu, and Instagram)
- Generate website content such as blog posts, program pages, etc.
- Contribute to documenting and growing the organization's success stories, photo and video library
- Support the development and implementation of IHO online campaigns

Media Relations

- Keep abreast of (and appropriately communicate to the team) developing trends and news items related to our vision, strategy, and objectives via media monitoring
- Increase the public's awareness of our offline presence and profile.

Qualifications, Skills and Experience:

- The applicant should preferably hold a Bachelor's degree from a recognized university.
- Demonstrated experience in producing content across all print and digital media.
- Demonstrated experience in using social media platforms (Facebook, Twitter, YouTube, Instagram, etc.)
- Experience evaluating social media platforms (Facebook, Twitter, YouTube, Instagram, etc.)
- Experience developing and maintaining websites using content management software (including WordPress) and Google Analytics.
- A passion for using strategic communications to advance youth SRHR rights.
- Ability to work with minimal supervision.
- Strong accountability and attention to detail.
- Knowledge of HTML is an added advantage
- Knowledge and comfort of using social media platforms (Facebook, Twitter, YouTube, Instagram, etc.).
- Intermediate user of Microsoft Office software including Word, PowerPoint, Excel, and Publisher.
- Strong writing skills.

The following are desirable:

- Recruitment Process Please apply by sending a CV (maximum length 2 pages) and covering letter (maximum 2 pages) to jobs@ihosavinglives.org, cc to ihosouthsudan@gmail.com
Or drop your application at IHO Head office, Worldwide Movers Building Hai Malakal Juba South Sudan.
For any Correspondence: call **Mach Akim 0956019234/0923001060.**
- All candidates must be South Sudanese.

- Females are encouraged to apply.
- In your email please say where you saw the job advertised.
- Your covering letter should show how you meet the requirements of the Person Specification and why you want the job. **The application deadline is 16th June 2019.**
- We may also review applications as they come in. In the subject box of your email please put the name of the post.