



JOB OPPORTUNITY

COMMUNICATIONS / PUBLIC RELATIONS OFFICER

VA 04/SSGID/2017

Background

South Sudan Grassroots Initiative for Development (SSGID) is a national non-profit national Humanitarian and Development community organization established in 2013 and registered by the Ministry of Justice and the Relief and Rehabilitation Commission. SSGID seeks to recruit a COMMUNICATIONS/PUBLIC RELATIONS OFFICER from 01 January 2017 to oversee SSGID Communications and Public Relations responsibilities based in Juba. The initial contract will be for 6 months with possibility of extension dependent on performance and budget. This position is based in Juba with travels to field locations.

Job Summary

The Communications / Public Relations Officer will design and implement communication / public relations strategies and plan in order to positively highlight results of SSGID Projects over the project life cycle – with more emphasis on successes, challenges and mobilisation of resources.

Duties and Responsibilities

- Familiarity with website development and social media platforms is preferred
- Work in concert with SSGID Project Manager, stakeholders, beneficiaries and donors to develop activities that highlight and showcase donor assistance /contributions to the SSGID project.
- Design and implement a communications strategy and plan to increase awareness of the achievements of the SSGID project and its beneficiaries
- Monitor local and international press coverage and monitor effectiveness of the communications strategy.
- Provide feedback to inform on-going public relations activities and future programmes.
- Assist SSGID Team in developing appropriately branded public information documentations and events.
- Organize and coordinate press events for SSGID projects, such as inaugurations, ribbon-cutting, and completion of projects.
- Follow up with media to ensure coverage of public events.
- Assist in the preparation of schedules, briefing materials, scene setters, briefings with SSGID Team and partners.

- Maintain a calendar of SSGID project events in close coordination with SSGID Team and our implementing partners.
- Design, develop and disseminate all outreach materials and activities to advertise beneficiaries' products to target audience and media, including outreach folders and fact sheets, newsletters, blog entries, tweets, brochures, website, photo essays, video and PSA campaigns for broadcast and print media.
- Travel to the field to get to know projects and capture success stories for dissemination through website, outreach folders and to media.
- Design, develop, market and maintain project social media page.
- Produce reports highlighting program developments, achievements and success stories.
- Do any other Assignment

Qualification and Experience

- A Degree/Diploma in the field of public relations, journalism or marketing is preferred
- A minimum of five years of professional experience in development communications, public relations, journalism, marketing or a related field.
- Capability and proven experience in crafting communications strategies with an eye toward results-based management.
- Capability and proven experience crafting messages in various formats (press releases, websites, success stories, blog entries, tweets, etc.) targeting a variety of audiences.
- Ability and proven experience in multi-tasking, in taking initiative and working effectively under pressure.
- Familiarity with branding compliance.
- Excellent written, oral and interpersonal skills.
- Knowledge of Microsoft Office Software.

Reporting Lines:

The position reports to the **Executive Director** based in Juba.

How to apply:

Interested and qualified candidates should submit an application letter and CV plus 3 names of referees (one of them being their immediate supervisor) with their full contacts to: via email address ssgid2013@gmail.com cc: to ayumefelix@gmail.com Indicate the job Title '**COMMUNICATIONS / PUBLIC RELATIONS OFFICER**' on the Subject line. Only short-listed candidates will be contacted for interviews. Closing date for receiving applications is on Friday, 05 December 2016, before 12:00 am midnight. This is a national position. Qualified females are highly encouraged to apply.

Disclaimer: SSGID does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.