



## VACANCY ANNOUNCEMENT

**Vacancy Title: Knowledge Management and Communications (KMC) Manager**

**Location:** South Sudan Juba,

**Number of Posts:** 1

**Reports to:** Team Leader

**Start date:** As soon as possible

**MONTROSE** is an international development project management and consultancy company providing support to clients operating in the developing world. Specialised in the sectors of health, education, rural livelihoods and private sector development, our clients include bilateral and multilateral development agencies, the private sector, Non-Governmental Organisations (NGOs) and other development stakeholders.

### **Background**

Began in 2012 the South Sudan Health Pooled Fund (HPF) is an initiative funded by DFID, USAID, EU and the governments of Canada and Sweden which aims to support health service delivery and achievement of the national health sector development plan's objectives across eight of South Sudan's 10 regions. The project is supported until 2018 and a consortium led by Crown Agents and including Montrose is responsible for managing and implementing the project.

The HPF supports delivery of essential primary health care and referral health services up to county hospital level, as well as health system strengthening at the national, state, county and facility/community levels. The eight HPF-supported regions (former states) are: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes. The key objectives of the HPF are:

1. To improve access, use, and quality of Primary Health Care (PHC) services and Emergency Obstetric and Newborn Care (EmONC) services.
2. To increase accountability and effectiveness by working with community mechanisms for improving health and health education.
3. To support strengthening of key stewardship functions of the South Sudan Ministry of Health (MoH) including: planning, management, coordination, supervision and monitoring at all levels, in accordance with MoH guidelines and tools.

### **Purpose**

The Knowledge Management and Communications (KMC) Manager will be responsible for implementing the KMC Strategy and providing communications support to the HPF technical team. The KMC Manager will work closely with the Team Leader, Deputy Team leader and the rest of the HPF Team and will be responsible for supporting the maintenance of the HPF website and social media platforms and developing strategies that will capture and communicate developments in the project to government, development partners and other stakeholders.

## Specific tasks:

### A. Communications

- Update and implement the KMC Strategy
- Maintain the HPF website and social media platforms
- Monitor the media, identify opportunities and prepare appropriate and accurate materials for dissemination to the media
- Source, develop and write success stories and stories reflecting lessons learnt and maintain the photo library
- Ensure the HPF website is consistently up to date ensuring transparency of programme documents including but not limited to grants awarded, facility performance and other key programme information
- Attend, take minutes and draft official minutes for each HPF Steering Committee, which are circulated to donors and other senior stakeholders
- Coordinate and share information with other Fund Managers, donors, consortium partners
- Provide ongoing technical and communications support to HPF technical staff, including editing, formatting and re-packaging technical information for appropriate communication to different audiences
- Manage the HPF brand and ensure correct use of donor and partner brands on all HPF assets and products
- Support the team with case studies for the monthly, quarterly and annual reports for HPF's donors

### B. Knowledge Management

- Regularly train staff and implementing partners on communications skills and provide HPF templates for presentations, reports, documents, branding etc. to the technical team
- Maintain an organised system such that they can respond to requests immediately for documents from any phase of the project
- Organise and lead annual Lessons Learnt Conferences at the national level; as HPF is the first, transitional development programme in South Sudan, the LL Conference will bring together all stakeholders to discuss challenges, lessons learnt and strategies developed to improve the HPF County Model.

## Personal Specification:

- Degree in communications or equivalent
- 5-years' experience in communications management in a development context
- Experience in facilitation of lesson learning processes
- Experience in training implementing partners in communications skills
- Skills in photography, film-making, story-writing and case study collection
- Sound understanding of social media platforms and how to use these to share lessons and disseminate stories
- Understanding of the development sector, compliance regulations with respect to branding and reporting
- Ability to work as part of a team to ensure reports are submitted on time and to donor specifications as well as to work independently with minimal supervision
- Ability to work to tight deadlines and under pressure
- High degree of initiative, flexibility and creativity
- Excellent communication and interpersonal skills
- Experience in South Sudan preferable – experience in similar contexts essential

## HOW TO APPLY:

If you are interested in the position and meet the above specifications, please send an up to date CV, along with a covering letter outlining your suitability for the position to [hruk@montroseint.com](mailto:hruk@montroseint.com) cc [roland.kusiima@nftconsult.com](mailto:roland.kusiima@nftconsult.com)

The closing date for applications is **5<sup>th</sup> May 2017** only short-listed candidates will be contacted.