



MUNDRI RELIEF & DEVELOPMENT ASSOCIATION (MRDA)

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Change Agent for the community

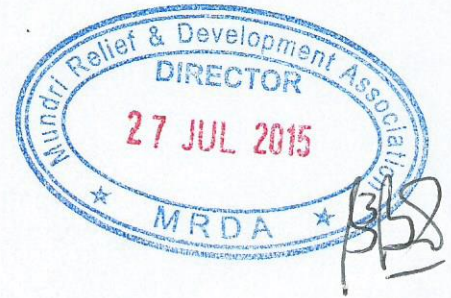
JOB ADVERTISEMENT

COMMUNICATIONS JOB AT MRDA

Job Title: Assistant Communications Officer

Duty Station: Mundri, Western Equatoria State

Supervised by: Communications Officer



1.0. BACKGROUND

Mundri Relief and Development Association (MRDA) is a vibrant national NGO founded in 1991 to provide both relief and developmental services to the war-affected communities of South Sudan. Located in Mundri Town of Western Equatoria State, MRDA operates various development programmes including, Teacher training, Vocational skills training, Women empowerment, Girls' education, Microfinance, Food security & livelihoods, HIV/Aids, Advocacy, and Civic Education.

2.0. JOB PURPOSE

MRDA is seeking to recruit a suitably qualified **Assistant Communications Officer** whose role will be to help manage both the internal and external communication needs of the organization.

TASKS AND RESPONSIBILITIES:

The Assistant Communications Officer will:

- Work together with the Communications Officer to implement the organization's communications plans;
- Help in identifying and determining communication needs of various stakeholders of MRDA;
- Write and distribute minutes of staff meetings;
- Conceptualise and write stories for MRDA's monthly newsletter;
- Assist in updating the MRDA website and social media platforms, building an online followership and giving feed back to enquirers;
- Assist in publicising MRDA activities through the media by writing press releases and news/feature stories;
- Visit project sites together with project staff and document activities and events;
- Arrange and maintain the organization's stock photo and video library;
- Liaise with the media to cover MRDA's events and activities;
- Assist in writing, editing and compiling progress reports among other publications;

JOB ADVERTISEMENT

- Help safeguard equipment and assets belonging to the communications department;
- Any other tasks assigned by the supervisor.

3.0. REQUIRED QUALIFICATIONS AND COMPETENCIES

- At least a Diploma in a relevant field (Communications, Journalism, Public Relations).
- Two years proven work experience in the field of communications, PR, or media.
- Excellent English writing skills and working knowledge of Arabic.
- Video, photographic, and video editing skills.
- Computer literate, with desk top publishing skills.
- Ability to handle large volumes of information.
- Excellent presentation skills.
- Good communicator with the ability to articulate issues clearly.
- Willingness to work for long hours under tight deadlines.
- Flexibility to travel within South Sudan at short notice, often in difficult circumstances.
- Good interpersonal skills.

4.0. CONTACT ADDRESS

Interested candidates who meet the above qualifications should send their CV accompanied with a cover letter together with relevant copies of testimonials to mrdaexec@gmail.com by 7th August 2015.

A competitive remuneration package will be offered to the successful candidate.

MRDA is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliations. Only shortlisted candidates will be contacted.