



South Sudan
Red Cross



Job title:	Communication and Volunteer Management Officer
Duty Station:	SSRC Branch Office – Juba
Reports to:	Branch Director / Communication Coordinator
Supervisor to:	Volunteer Disseminators

ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross Societies. SSRC's headquarters is based in Juba with a total of ten (10) branches – and a growing network of sub branches. There are currently over 200 SSRC staff members at the Headquarters and branches and approximately 6000 volunteers across the country.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principles.

SUMMARY JOB PURPOSE

The Communication and Volunteer Management Officer is responsible for the implementation of the SSRC's dissemination activities at the branch with technical support from the SSRC's Communication Department at the Headquarters.

JOB DUTIES AND RESPONSIBILITIES

Duties applicable to all staff

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan region of operation through effective managerial and lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
- Perform any other work related duties and responsibilities that may be assigned by the supervisor/line manager.
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.

Dissemination activities:

- Manage dissemination (information sessions) for external audiences at the branch
- Conduct dissemination trainings with HQs support to the volunteers as disseminators at the branch
- Ensure that the principles and ideas of the Red Cross Red Crescent Movement are disseminated as widely as possible within the population, volunteers and SSRC staff at the branch
- Include safer access in all SSRC dissemination sessions and trainings

- Ensure that volunteer disseminators at the branch and units are equipped with the necessary tools to perform their duties effectively.
- Promote positive collaboration with all the Movement partners particularly with the ICRC in the area of dissemination of principles and the International Humanitarian Law
- Responsible for the internal communication between the SSRC's Branch and HQs
- Prepare and Organise World Red Cross Day, International volunteer day at the Branch
- Improve relationship with local media outlets (Radio, TV and Newspapers) and seek ways to disseminate the SSRC's activities.
- Responsible for record keeping of all dissemination, publicity materials and equipment of the Branch
- Recruit, coach, train and manage volunteers at the branch level and coordinate with branch sub offices on volunteers management issues.
- Manage and update volunteers data base at the branch level
- Ensure integration of communication activities in all branch programming
- In coordination with HQs Communication Coordinator, develop quarterly articles covering all branch activities .
- Implement additional task as assign by branch director and HQs Communication Coordinator.

Branding and the use of the SSRC logo/Emblem:

- Monitor use of Red Cross Brand at the branch level.
- Approve purchase request orders (PROs)for branded material produce by Juba branch or by the movement partners and other potential partners

Budget, Monitoring and Evaluation:

- Monitor and evaluate the work of the Dissemination Volunteers at branch and identify necessary support particularly in capacity building.
- Prepare Monthly, quarterly consolidated communication report
- Working closely with the Communication Coordinator and ensure that the accountability is done on timely manner as requested
- Prepare annual, quarterly and monthly dissemination plans and budget in collaboration with the Branch Director and the Communication Coordinator.

POSITION REQUIREMENTS

University degree or diploma preferably in Mass Communications and Public Relations.
 Previous experience working for a humanitarian aid organisation
 Minimum 2 years' experience working in communication and journalism
 Excellent communication skills in public speaking
 Excellent written and verbal communication skills
 Flexible and adaptable to changing working conditions
 Strong oral and written communication & presentation skills
 Self-supporting in computers (Windows, spreadsheets, word processing, Power Point)

How to apply:

Interested applicants should submit their **CV with 3 references**, copy of their National ID and copies of credentials including day time telephone contact to Human Resources Department Or by email: vacancy@southsudanredcross.org Please indicate the title of the position you are applying for in the subject line of the email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross headquarters at plot #4, Block Ministries, Munuki Area – Juba. Please clearly indicate the position you are applying for on the back of your envelop.

Deadline for submission is on 14th February 2017.

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply