



50-H-3
Approved by
Inspector of Labour
02/6/2023



Communications Officer

Position title: Communications Officer

Location: Juba, South Sudan with travels to field locations when necessary.

Reports to: Marketing Manager

Status: full-time.

Date: 1ST June 2023

Introduction and Purpose of the Position

This role requires an energetic, dedicated and detail-oriented person who can manage multiple tasks. This individual is a team-player with an entrepreneurial spirit, willingness to learn and ability to manage multiple tasks while adapting to shifting priorities.

Depending on skillset, this individual will assist with communications tasks including, but not limited to writing and editing, photo and video production and editing, web and social media analytics, social media content, graphic design, media relations, digital asset management, event coordination and other communications and administrative support tasks as assigned.

Responsibilities:

Applicants will provide support in the following areas.

Social Media:

- Draft and organize social media content to promote Dynamic Consult blogs, videos and media coverage on Twitter, Facebook, LinkedIn, and Instagram
- Contribute to social media quantitative and qualitative analytics reporting.
- Create and coordinate content for social media campaigns and observances.
- Monitor and research influencers, trending topics and tools.
- Source content from working in the main office and the training centers.
- General social media planning, research, reporting and coordination as assigned.

Writing and Editing:

- Corporate bios
- Photo captions
- Blogs
- Project descriptions
- Interviewing
- Copyediting
- Press releases and media advisories



Photo, Video and Graphics:

- Edit and format photos and videos for social media and web.
- Photo, video, and audio editing
- Photography and videography
- Infographics
- Gifs, animations, and graphics
- Digital asset management



Miscellaneous Communications and Administrative Support:

- Taking notes during meetings
- Create and manage PowerPoint presentations.
- Report preparation for meetings and presentations
- Purchasing and expense reports
- Event planning and coordination
- General administrative and communications support as assigned.

Qualifications.

- Bachelor's degree in Mass communications, journalism, or a related field
- 3+ years of experience in communications
- Strong writing and editing skills.
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving skills
- Familiarity with social media platforms and SEO

How to Apply

Send in your application to the following email address or you can drop hard copy to **Dynamic Consult Limited Head Office**, Plot No. 496 Block No. 3K-South. 2nd Class Residential Area, Tongping, Juba, South Sudan., only shortlisted applicants will be contacted.

Send applications to: hr@dynamicconsult.com.ss

Closing Date: 30th June 2023

