



## VACANCY ANNOUNCEMENT

**POST TITLE:** Communications Officer  
**PERIOD:** One year (3 months' probation)  
**LOCATION:** Juba – South Sudan

Eve Organization for Women Development is a National NGO that contributes towards addressing inequalities that hinder women's development in South Sudan. The Organization works to improve women leadership and political participation, young women leadership, Education, Peace and Security, Reproductive Health, Socio-Economic Empowerment and contribute to addressing Gender Based Violence.

For more details see ([www.evesouthsudan.org](http://www.evesouthsudan.org))

Eve Organization is looking for a motivated and creative individual who is interested in joining the Organization to implement its communications and visibility strategy and deliver a range of communication and reporting activities.

### Post Description

The Communications Officer will lead planning and implementation of strategies to engage the public on Eve Organization's work and to increase the organization's reach both online and offline. The communications Officer will directly contribute to increasing the organization's capacity to empower South Sudanese Women and girls through public awareness on diverse women issues and communicating progress on the Organization's achievements.

### Duties and Responsibilities

The communications Officer will:

- Implement communication work plans designed to enhance the visibility of Eve Organization and support activities, ensuring alignment with overall communications and Eve's strategies
- Support the social media plan by developing social media content, and utilizing platforms, networks and partners to enhance coverage and support of Eve's activities.
- Support in the development of social media policies that promotes the organization's Vision and Mission
- Serve as a focal person for Eve Organization's website update and maintenance in close collaboration with the program team
- Maintain a contact list of journalists and media outlets and support the flow of information about Eve's work to the media, in order to support regular and appropriate communications.
- Generate donor specific visibility content including, text, photos, videos and audio for use across a range of online platforms, in order to support in-country and regional advocacy and fund-raising activities
- Support communications activities that enable informed decision making and ensures consistency of information presented to the media and other stakeholders
- Support on translation/interpretation, talking Points and other support for Management may also be required
- Support capacity building of Eve's staff on all aspects of communication, provides advice and guidance within area and level of expertise, in order to ensure that all activities meet desired standards of consistency, quality and impact. For example, the design and review of training materials.
- Work closely with the Program Team in the design and preparation of annual reports, monitoring and evaluation to ensure coherence and quality of performance information

- Review and develop organization's templates and ensure all staff adhere to standardized operational procedures and management to drive quality and consistency.
- Support in the development of improved and streamlined public relations guidance

### Qualifications

- University Degree in Social Sciences, Journalism, International Relations, Public Relations, or other relevant fields,
- At least two years of professional experience in managing the implementation of communications plans and relationships with various stakeholders including but not limited to donor agencies, government partners, advocacy and faith-based organizations and other stakeholders
- **Language:** Excellent written and oral communication skills in English and intermediate proficiency of Arabic is desired

### Knowledge & Skills

- Strong written and oral communication skills with the ability to articulate insights to stakeholders, persuade, influence, and adapt communication style to different situations and individuals.
- Proficiency in the use of Adobe software and other video and graphics editing programs
- Excellent photography skills
- Outgoing, enthusiastic and creative, works well independently and as part of a team

### Commencement

The selected candidate is expected to commence **1 August 2022**.

*No gender or age restrictions apply for this vacancy; however, preference will be given to candidates with proficiency in English and Arabic languages.*

### Submission

Motivation letter, CV and supporting documents (please do not submit original support documents) should be submitted to [info@evesouthsudan.org](mailto:info@evesouthsudan.org) by close of business **05 July 2022** or hand delivered to

**Eve Organization Office in Juba**

**South Sudan/ Sudan Catholic Bishops' Conference Compound – PALICA,  
Juba Town**

