

South Sudan Human Rights Defenders Network (SSHARDN)

19th October 2021

Terms of Reference

Communications Officer

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South Sudan Human Rights Defenders Network (SSHARDN) is a non-profit, non-political civil society network that is identified by the Relief and Rehabilitation Commission (RRC) with the registration number 2284. It is a coalition of civil society organizations and individuals working to protect promotion of human rights in South Sudan. SSHARDN was established as an independent entity partnering with international and regional Human Rights Power Houses. SSHARDN is based in Juba but has reach across South Sudan. This position is to support the available capacity of the secretariat in reaching the organization's main objective.

Job Purpose

Under the broad guidance of SSHARDN Secretariat and Steering Committee, the Communications Officer assumes primary responsibility of planning, developing and implementing communications strategies to promote SSHARDN programs. The incumbent will also be responsible for developing partnership with other relevant organizations and SSHARDN global network to disseminate information and create awareness about SSHARDN programs and activities.

Reporting to Head of secretariat/Coordinator.

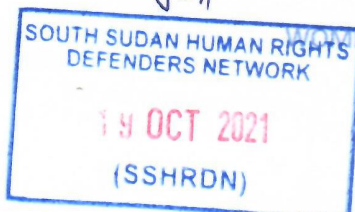
Main duties and responsibilities

Communications strategy

- Develop and implement a communications strategy and plan for the SSHARDNS focusing on both the Network's membership and external audiences.
- Monitor and evaluate impact of communication material and advocacy events/campaigns to target audiences.
- Identify, lead and manage the production of all external communication material from concept to publication.
- Enhance the public image of the SSHARDN.
- Manage the branding of the SSHARDN in conjunction with the Secretariat and Steering Committee to ensure the consistent application of branding guidelines, communication guidelines and relevant codes of conduct for the SSHARDN.

Production of quality media and print communication materials

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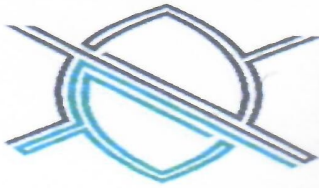
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- Write quality material, such as Human Rights interest stories factsheets, infographics, case studies, testimonials, press releases, articles and any other form of communication material as requested.
- Ensure that quality pictures and visual content is being created by the SSRHDN Secretariat and is effectively stored for future use.
- Maintain SSHRDN website and social media sites (Facebook, Twitter, LinkedIn and YouTube) such as daily monitoring, posting and content development.
- Support the Project Development Officer and Secretariat in the delivery of timely and high quality reports to donors with infographics, pictures and captions.
- Assist the Program Development Officer in the proposal development stage to identify appropriate communications activities for the projects.
- Contribute to the development of advocacy papers and briefings in collaboration with the other Secretariat members.
- Liaise with state focal point people and membership organizations to proactively seek information and news stories about their programming and experiences.

Media Relations

- Develop and maintain contact information, materials and relationship with journalists and media outlets (Print, TV, Radio, Web etc.) within and outside South Sudan to increase coverage of the Network's activities.
- Draft and edit articles, press releases, human rights interest stories and other advocacy/information materials necessary to improve the coverage and accuracy of external coverage.
- Collaborate with the media by organizing field missions facilitate photo coverage and TV footage and utilizing both web based and traditional media as appropriate.
- Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage, clipping etc.

Programmatic support

- Assist in organizing and generating public support for special events and campaigns to promote strategic protection goals.
- Support organization of workshops, seminars, campaigns, events and project review meetings including agendas and meeting minutes.

Donor relations:

Develop and maintain an updated list of SSHRDN donors and special interest groups. Assist in developing donor visit schedules/brochures, donor gifts and card etc. support preparation of background materials, briefs and information kits for visiting donors and high profile guests/visitors.

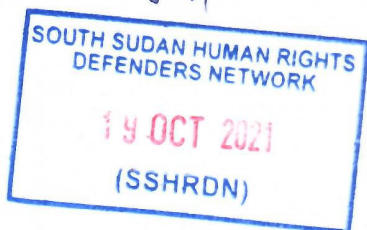
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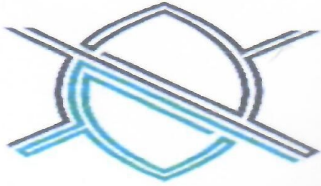


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Working Relationship:

The Communications Officer will have to work closely with SSHRDN Coordinator on a daily basis. He/She will main close interaction with program staff. SSHRDN Network, and with entities associated with communications which include local and international media.

Values and Ethics:

The Candidate should have high integrity, accountability and punctuality and willing to work beyond normal working hours. He/She should also demonstrate and be exemplary in portraying SSHRDN values and ethic. He/She should be a team player.

Qualifications and other requirements:

Education:

- Bachelors Degree in Communications, journalism, public relations or a related field.

Experience and Knowledge:

- At least 3 years of similar work experience is required.
- Candidates should be able to work independently with minimum supervision and guidance from supervisors.
- An advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher).
- Candidates with design and layout skills who are adept in using Adobe Photoshop and pagemaker are at an added advantage.
- Demonstrable and extensive social media experience is an added advantage.

Skills:

- Excellent written and oral English communications skills. Knowledge of other languages/dialects is an asset.
- Creative, organizational and critical thinking skills.
- The ability to work within and across teams and at all levels of staff of stakeholders.
- Resourceful and innovative in generating new ideas.
- Ability to manage information with discretion.

Interested applicants should submit an application consisting of;



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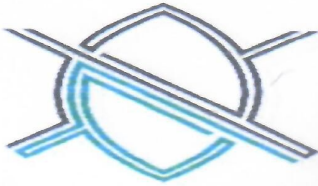
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SOUTH SUDAN HUMAN RIGHTS
DEFENDERS NETWORK

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- Resume (tailored to the roles as specified above, highlighting relevant experience and achievements) and contact details for three referees (who will not be contacted without your authority);
- Cover letter explaining why you feel you should be considered for the position of the Communications Officer. You can send your application to: admin@sshrdn.org Cc jbilal@sshrdn.org or hand deliver to CEPO offices, Hai Nheem, Women Union Compound **by November 5th 2021**

[Handwritten signature]

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