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Approved by
Inspector of Labour

12/06/2023



JOB ADVERTISEMENT

POSITION: Media and Communication Officer

LOCATION: Juba with Frequent Travel to the Field Sites within South Sudan

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Media and Communication Officer** to be based in **Juba with Frequent Travel to the Field Sites within South Sudan**.

Part 1 – Job description

1. Main purpose of the job

The Media and Communications officer is responsible for proactively ensuring the supply of stories, information, video, posts, images from the projects and field locations to enable fundraising, mobilizing prayer and campaigning and as required, providing policy briefs, analysis for Tearfund's target audience in South Sudan and in head offices.

2. Position in the organisation

- Grade B1
- Report to the Media, Advocacy and Communications Manager
- Dotted line responsibility to the Country Director and Cluster Communications lead.

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship



4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfill their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share the responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Key Responsibilities

1. Programme Strategy

- Creates content for the organization's corporate communications (internal and external), including writing and distributing corporate communication materials, planning publicity activities, and serving as the organization's point of contact with the media.
- Coordinate and deliver resources and processes in support of the media and communication component of our programme. To be responsible for delivering the media part of the South Sudan programme working with the programme team, MEAL Manager and partners to achieve impact and improvement in the lives of people in South Sudan on the issues relating to Tearfund's priorities through the humanitarian, peacebuilding and development nexus in Wash, Agriculture, food security and livelihoods, nutrition and health, gender and protection
- The post holder will draw work plans and contribute in delivering strategies and campaigns on (Church and Community Transformation, Environmental and Economic Sustainability, and Fragile states).
- Moreover, the post holder is required to support partners to strengthen their capacity for media engagement (Digital and traditional media), internal and external communication and effective advocacy work.

2. Project / Support function management

- Contribute immensely towards media, digital, and communication activities, and perform market research and audience analysis
- Working with management and program teams to create and plan communication, public relations strategies and campaigns to enhance the organization's brand and ensure content aligns with the organization's brand identity and message.
- Design and produce training and educational materials in collaboration with Cluster and Global team on media and communication for marketing the Tearfund programme
- Develops work plans, individual development plans, and regular reports to the Media, advocacy and Communications manager
- Support programme partners in media and communications related capacity building and ensuring that this is integrated within programmes
- Supports in identifying potential new strategic media partners for Tearfund in South Sudan and developing strategies for working with them.
- Have responsibility for the monitoring and supervision of media as part of advocacy related partner activities and plans in South Sudan by ensuring that these are in line with Tearfund strategy in South Sudan
- Document and publish Tearfund's learning in South Sudan by contributing articles, briefing notes, press releases, media publications and case studies for Tearfund's campaigns.



- Support Tearfund South Sudan staff and partners in getting relevant messages across to target audiences within and outside the organisation on major activities.
- Maintain contact with key ministries, civil servants and parliamentarians (Agriculture, Trade, Rural Water, Youth, Peacebuilding, Education, etc) for information and feed these into Tearfund's national media and advocacy work
- Develop and frequently update Tearfund South Sudan media platforms (Facebook, Twitter, podcast site etc.) and ensure we disseminate information about our program on a weekly basis
- Develop and sustain relationships with the media and the civil society groups in South Sudan to feed into Tearfund's advocacy work.
- Ensure adequate media coverage for all programme activities, functions and press releases/press statements
- Liaise with active allies to identify and help them to use rare opportunities to drive Tearfund's corporate advocacy issues in various media outlets in South Sudan
- Eager and required to adhere to Tearfund's characteristics and values
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Part 2 – Person specification

Job title: Media and Communications Manager

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A minimum of bachelor's degree in relevant field 	<ul style="list-style-type: none"> • Degree in Mass communications, Journalism, or Public relations • OR post-graduate level qualification in communications, broadcast, Public relations or journalism.
Experience	<ul style="list-style-type: none"> • Minimum five (3) years of work experience with at least three (3) years spent in a similar role is essential • Minimum of three (3) years of demonstrable skills and experience in direct and indirect media/broadcast Journalism and communications work in this field highly desirable • Demonstrable broad grasp and understanding of policy issues and policy environment in South Sudan regarding Wash, Food security, Livelihoods (Market Access, Trade, and Right To Be Heard) and Gender. • Demonstrable skills and experience in effective media relations • A demonstrable understanding of NGO media/communication work in the context of emergency, peacebuilding and development 	<ul style="list-style-type: none"> • Experience in broadcast Journalism or digital communications. However, knowledge of both traditional and digital media is a plus. • In-depth Knowledge of content creation, digital marketing, and media networking • Ability to use content management systems,



	<ul style="list-style-type: none"> • Experience in capacity building and/or training skills is highly advantageous • Demonstrable and proven strong conceptual, research, analytical and writing skills • Demonstrable understanding and experience of gender and diversity issues as it relates to all media work and commitment to addressing inequalities in all the key areas of responsibility. • Experience of working with Civil Society/ Media Network partners 	<p>social media platforms, web analytics tools and digital marketing methods</p> <ul style="list-style-type: none"> • Proficiency in content creation tools such as Microsoft Office Suite and Adobe Creative Suite
Skills/Abilities	<ul style="list-style-type: none"> • Ability to communicate complex ideas in simple language • Demonstrable ability to work independently, think strategically as well as work within a team • Creative thinking, developing, designing, or creating new ideas, relationships, systems, or products • High level interpersonal and diplomatic skills along with awareness of political sensitivities in different settings of South Sudan • Fluency in written and spoken English • Familiar with the latest trends, tactics and technologies in digital influencing and can link online with offline media. • Some graphic design skills and ability to develop simple infographics is desirable • Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities. • Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work. • Commitment to Tearfund's safeguarding policies to ensure all people who come into contact with Tearfund are as safe as possible. • Knowledge of relevant audio-visual software such as Adobe Creative suits (Audition, Premiere Pro, Illustrator, Photoshop) is an added advantage 	



Personal Qualities	<ul style="list-style-type: none"> • Personal initiative • Easily establishes rapport • Great communicator • Resourceful and determined • Creativity • <i>Committed Christian</i> • Committed Christian who recognises Jesus Christ as their Lord and Saviour • Committed to Tearfund's Mission, Values and Beliefs 	
OTHER COMMENTS: <ul style="list-style-type: none"> • All roles require a DBS/Police check • Tearfund is a member of the SCHR Misconduct Disclosure Scheme • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **Juba** detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfund.org. The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **7th July 2023 at 5:00pm.**

NB:

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position,**
- **Applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

