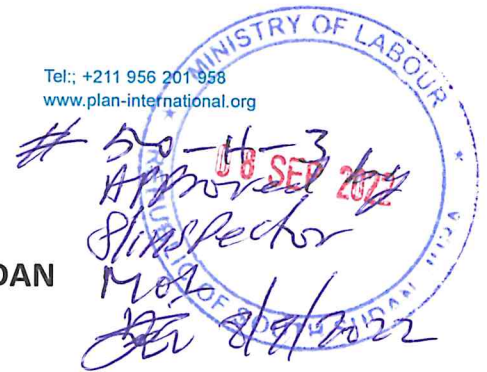




Plan International
 South Sudan
 Hai Cinema
 P.O. Box 182
 Juba

Tel: +211 956 201 958
 www.plan-international.org



PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has ‘One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

Plan International South Sudan is seeking to recruit a qualified South Sudanese for the following position of **“Communications and Public Relations Coordinator – Based in Juba”**.

No. of Vacancies (1)

Job Title:	Communications & Public Relations Coordinator
Grade:	D1
Tenure	12 Months (With Possibility of Extension)
Department	Communications & Public Relations
Reports to	Country Director
Location	Juba



Purpose of the Role:

The post holder will contribute in preparing communication items as guided by the Advocacy and Communications Manager. The post holder will be responsible for creating, coordinating and compiling creative contents for communications, campaign activities, outlet including online media for raising Plan International South Sudan’s profile and for the purpose of influencing targeted audiences. The post holder will work closely and collaboratively with teams within Plan and external stakeholders to deliver on key outputs for the various donor funded projects,

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campaign, including activities and communications materials, providing guidance to technical and field teams for supporting to accomplish communications initiatives

Dimensions of the Role:

The post holder coordinates and provides support to teams and partners in producing high quality communications and media materials for internal and external stakeholders. This includes programme publications, multimedia and online contents, proof reading and translation of key policies and ensuring the global brand is in each of its publications and contents as per the branding guidelines.

Key Accountabilities:

Strategy Implementation and Enhancement:

- Lead the development and implementation of an integrated communications strategy and operating plan aligned to organizational priorities for outreach, income and impact.
- Build and manage a high-performance communications function that is structured, focused and staffed for productive and quality work.
- Monitor the context for challenges, risks, threats and opportunities related to the emergency context that may impact communications and public engagement approaches, messaging and operations
- Ensure Plan International's rights- based programming approach and child protection policy are appropriately reflected in the emergency communication strategy, work plan and products.
- Oversee the management of the communications and guest relations department budget and resources.
- Ensure brand visibility, adherence to procedures, protocols and policies.
- Support High Profile/VIP visits to the organization to create, maintain and enhance the reputation and goodwill of the organization.
- Monitor and evaluate the impact of our communications work

Donor/Public Engagement Communications Management:

- Highlight the humanitarian/Development situation on the ground, cover Plan International's response and reinforce Plan International's advocacy and policy positions in line with Global Strategy.
- Produce a bi-monthly newsletter with updates of the programs and financial position of the South Sudan Program
- Gather internal knowledge and transform it into a range of of compelling human interest child-focused content such as: case studies, eyewitness accounts, blogs, first person account, images, audio, video for sharing with all publics.
- Ensure access to content in high resolution formats in the global Media Bank
- Liaise with program point persons for media outreach activities such as drafting Op-Eds, quotes, press releases, media briefs, media pitches, multimedia content and organising media engagement activities around events, country visits, member meetings
- Support efforts for timely country office reports such as sit reps, weekly updates, and donor related materials.
- Lead all Public Relations Events.

Media Management:

- Oversee proactive in-country media engagement to generate proactive and positive news coverage as well as opportunities to raise the visibility of Plan International in South Sudan

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- Prepare and position the spokespersons for important media opportunities and interviews that promote and protect the public image of Plan International while raising public awareness on key issues of children's rights especially girls.
- Lead the process to identify, train and position other media spokespersons within Plan International South Sudan from the project-level to senior leadership as a strategic and appropriate way for responding to media inquiries and achieving positive coverage.
- Host and organise media trips to the South Sudan impact area and act as an advisor and support to press officers in affiliates who are working to deliver media coverage within their markets
- Develop a crisis communications management plan to protect the reputation of Plan International South Sudan Program from actual or potential media crisis.

Staff Engagement Internal Communications Management:

- Develop and deliver a staff engagement Communications strategy to ensure staff and the partnership at large are informed and engaged with the organizations work.
- Establish systems and safeguards for the appropriate and effective flows of relevant information to and from staff when required.
- Takes minutes of CMT meetings and develops key actions from the CMT meetings to be communicated to the general staff

Advocacy Communications Management:

- Work closely with the program specialists in defining key issues, messaging, and identifying appropriate communications channels for public advocacy initiatives.
- Support advocacy campaigns by engaging the media to gain exposure and credibility, managing media sensitivities and risks, and increasing public discussion and fundraising.

Communicating with communities:

- Develop and facilitate community-level Communications for Development (C4D) programming, together with appropriate project staff and community members, for the amplifying of Child and Community Voice that engages supporters and donors, and builds staff and community connections and life skills.

Coordination, monitoring, documentation and reporting:

- Coordinate and work with programme team at Country and field level including partners to identify and priorities the major issues on communications and prepare plans to address those issues.
- Develop the monitoring plan/ M& E framework of communications and media initiatives, outreach and dissemination plan in consultation with supervisor and programme team.
- Coordinate with business development team to produce the content for fund raising purpose
- Track all the content used for raising profile of Plan International South Sudan

Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;

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- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems/Risks

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- Managing communications in emergencies
- Dealing with high demand for analysis of documents and situations and provide policy and advocacy recommendations
- Intercultural understanding and communication needed
- Prepared to work long hours to meet deadlines

Communications and Working Relationships:

Internal:

- Communications and Advocacy Manager
- Country Management Team and extended members
- Regional Communications team
- Visiting National Organization staff
- Heads of Departments in Plan International South Sudan
- Plan International South Sudan staff

External:

- The media houses and journalist
- Government departments and agencies
- Non-Governmental Organizations
- Community Leaders
- Donors, Sponsors and partners

Knowledge, Skills, and Experience Required to Achieve Role's Objectives:

Knowledge

Successful candidates will possess;

- A Bachelor's Degree or Advanced in Mass Communication, Journalism or any of the following area: Law, Business Administration, Development Studies.
- 3 years' relevant working experience in development sector or media
- Experience of developing and implementing media, advocacy or campaigns
- Good knowledge about media in South Sudan
- Knowledge and understanding of human rights, in particular children's rights
- Knowledge of the environment in which non-governmental organizations operate.
- Fluent in English (both written and verbal). Working knowledge of Arabic and/or other local languages will be an added advantage
- Ability to think strategically

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Skills

- Excellent communication skills (written and oral)
- Excellent multi-media (audiovisual) skills
- Skills on managing CMS, Drupal system of website
- Standard office IT skills, designing.
- Updating, posting and managing social media accounts
- Photo taking and video capturing and packaging
- Time management and organizational skills
- Strong team working skills
- Creativity (ability to communicate in different ways)
- Planning, and organizing skills,
- Influencing and persuading skills
- Excellent interpersonal and cross-cultural communication skills
- Ability to form and maintain relationships through teamwork and networking

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

Level of Contact with Children:

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- High level of Contact with Children:

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer; however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

Application Submission Details:

All applications marked on the right hand corner of the envelope “**Application for the Position of “COMMUNICATION AND PUBLIC RELATIONS COORDINATOR-JUBA”**” should be addressed to:

**The HR & OD Business Partner
Plan International South Sudan
Juba, Hai Jerusalem.**

Applications should be submitted in hard copies to Plan International Office in Juba.

OR You can send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Wednesday, 28th September 2022.

Note: Applications submitted are non-returnable.

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Qualified Women are strongly encouraged to apply.



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