



INTERNATIONAL MEDICAL CORPS

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JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Communication Specialist (01)
Country Program:	South Sudan
Location of Position:	Juba, South Sudan.
Position Opened for:	South Sudanese only (Internal and External)
Desired Start Date:	01/July/2021
Advertised date	31/May/2021
Closing Date for Applications:	18/June/2021

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Summary of the Duties and Responsibilities

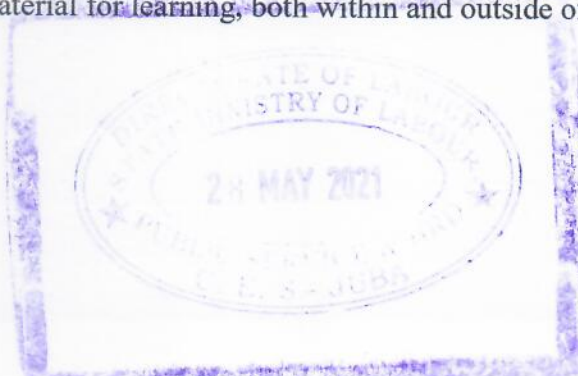
The Communication Specialist is responsible for developing and implementing IMC's Media and Communication Strategy in-line with IMC's and donor's rules and regulations. S/he will also act as a primary contact with the media and will be responsible for developing and disseminating high quality communication materials. S/he will also



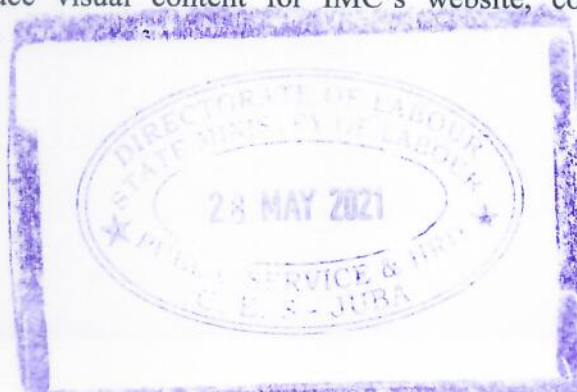
have a substantial role in building and developing the capacity of IMC's and partner (s) organizations staff on media engagement and communications.

Essential Job duties / Scope of Work:

- Develop and deliver a Media and Communication Strategy to support the influence and impact of IMC's interventions in South Sudan. Ensure that all communication platforms comply with IMC, government and donor regulations and agreements requirements.
- Provide regular summary information and updates, overviews, newsletters and other communication material for learning, both within and outside of South Sudan program.
- Prepare written materials about IMC programs in South Sudan for internal and external use, including human-interest stories, articles for IMC websites and newsletters, press releases, questions and answers, etc., from information gathered from the programs.
- Provide input to the program team on media actions and messages to the regional/HQ media team.
- Produce photos and video clips of IMC's work in the field and with partners, and manage consultants to do the same.
- Undertake field visits as appropriate to collect and produce human interest stories from the field, carry out interviews with staff, partners and beneficiaries in the field, and remain up to date on the unfolding context and IMC's response.
- Maintain library/database of reference materials, photos, and digital assets Provide input from the program team on media actions and messages to the regional/HQ media team.
- Work closely with the Program MEAL team to develop a beneficiary engagement plan to ensure project objectives and activities are communicated transparently to the communities Provide quality assurance on donors branding and marking strategies.
- Facilitate knowledge management and sharing through the leading of trainings for staff on communication practices and lessons learned and donors branding and marking requirements.
- Lead the management of media activities and visits, ensuring proper coordination of visits, enquiries and hosting responsibilities;
- Coordinate in monitoring and assessing risks when issues arise proactively raise and assist in preparing reactive media statements and key messaging available for spokespeople.
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- Build and maintain local media and information contacts, supporting journalists, researchers and others in awareness raising on IMC's program activities.
- Works with program staff to ensure media and communication components are included and resourced through all donor proposals.
- Work closely with the CD and DCD Programs to ensure cordial media relations and act as IMC's spokesperson as and when required.
- Provide awareness raising and training to IMC staff on IMC communications approaches and principles.
- Daily monitor news, trends, and events with potential humanitarian consequences and flag form attention to the senior management team
- Monitor external information sources and high-level reports (from other NGOs, UN agencies, humanitarian fora/initiatives, etc.) and synthesize and share main points/outcomes with key staff in the country office.
- Write and disseminate press releases, articles, briefing and other materials to a wide variety of media, including electronic and hardcopy newsletters.
- Translate material between English and Arabic, and manage contracts for larger translation tasks.
- Write and produce visual content for IMC's website, coordinating with Global Communications.



- Collect case studies (in-depth interviews and photographs) from the project as appropriate.
- Work closely with the program team and partner (s) to ensure that communications are grounded in program experience, including an awareness of gender and a commitment to rights-based approaches

JOB REQUIREMENTS

Required Skills, Knowledge & Abilities

- Ability to gather information, collate and systemize for effective communication and networking
- Attention to detail; ability to prioritise tasks to meet tight deadlines

Ability to work with teams and alone; a self-starter who can work within a framework and with some support

QUALIFICATIONS

Training, education and experience

- Education to a degree level in Communications/Media, Economics, Development, or other social studies At least over 5 years' experience in communications, information dissemination, international relations and/or media work. Proven experience in the non-profit or NGO field
- Proven communication skills: ability to write for different audiences and different communications channels, to present information and to create material, stories and articles for different audiences
- Proven experience of using MS Office applications (Word, Excel and Power Point); knowledge of graphic design programmes is an advantage
- Verbal – excellent interpersonal and presentations skills and excellent interpersonal and presentations skills.
- Works with trustworthiness and integrity and has a clear commitment to IMC's core values and humanitarian principles.
- Demonstrates awareness and sensitivity to gender and diversity. Has experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner.
- Fluency in English and Arabic (written and verbal) is essential

I. SUPERVISORY RESPONSIBILITY:

Directly supervises the Nutrition staff on ground in the site.



Communication and teamwork: -

- Ensure good communication with peers and donor's representatives including all IMC Clients (Vendor-suppliers)
- Facilitate harmonious working relationship with partners, beneficiaries and other stakeholders.
- Report problems encountered in the procurement department and/or within the wider Logistics and Supply Chain team to the Supervisor
- Propose solution to solve any problem faced in your department and report to the Supervisor
- Participate actively in regular departmental, all staff and program meetings as and whenever required.
- Prepare weekly team's work schedule.
- Willingness to work and travel in difficult circumstances and adhere to security SOPs.

Success factors: -

- Conscientious with as excellent sense of judgment
- Ability to work simultaneously on multiple tasks.
- Willingness and ability to work effectively with a wide variety of people.
- Ability to work as part of a team and coordinate with project personnel.
- Computer literate and strong organizational skills.

Prevention of Sexual Exploitation and Abuse

Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her



partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application: June 18th, 2021

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com.

Please do not submit your CV or application to this website, it will not be considered for review

