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SOUTH SUDAN

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Approved by
8/Inspector PRSP
Ministry of Labour

STAND / FOR THE VULNERABLE™

World Relief South Sudan
Hai Cinema P.O. BOX 41
Juba, South Sudan

www.worldrelief.org



JOB DESCRIPTION

Job Title: Knowledge Management & Communications Manager.
Reports to: Director for Grants Management and Business Development.
Location: Juba (60% - Frequent Field to all field locations).

Job Summary:

Under the guidance of the Senior Country Leadership Team, as well as technical managers, the Communications/ Knowledge Mgt Manager will strive to foster better understanding and support to WRSS operational work as well as make sure that WRSS information, advice, and guidance effectively reaches key audiences to consolidate alliance for alleviating the suffering of the highly vulnerable people in South Sudan.

Purpose:

In this role, the Communications Manager will develop, coordinate, and execute communications strategies in close collaboration with technical leadership on demand creation strategies for program implementation and expansion in South Sudan.

Key Responsibilities:

- i) Communications
 - Develop WRSS Country communications strategy to inclusively promote our work and its specific impact on the people.
 - Develop and manage communication materials including Case studies, blogs, photos, videos, media materials (including social media), fact sheets, Q&As, and other materials relating to WRSS humanitarian response in South Sudan.
 - Ensure a timely pipeline of updated materials and information needed for communications and advocacy.
 - Act as in-country key point of contact providing information updates, including key and thematic messages.



- Work with technical program colleagues to develop workplan to drive initiatives, develop ideas, as well ensure there is space for cross organizational working and short-term tasks for sharing as lessons.
 - Provide guidance on custodianship/stewardship of communication documentation tools and equipments.
- ii) Marketing
- Support the marketing team to develop a communications strategy in line with WRSS core values and donor expectations.
 - Provide guidance for and approve external communications, including development of fliers, banners, calendars, etc
 - Help identify opportunities for new content and PR-based projects that drive organizational objectives
- iii) Information Technology and communication
- Conduct regular checks on computers and support organizational IT needs including minor computer repairs, resolving internet issues
 - Focal person for liaison with ISP and home office for any internet related issues
 - Assist in the establishment and maintenance of web-based resources including web pages, share drive etc
 - Establish and maintain protocols on use of computers and internet
 - Guide and train staffs on proper use and maintenance of computers and other IT materials and equipment issued to them.
- iv) Events management
- In charge of organizing key public events and functions including stakeholder meetings, annual meetings among others.
- v) Capacity building
- Facilitate trainings to staffs on communication including report writing, basic photography and documentation of impact stories.
- vi) Reporting
- Assist in reviewing internal and external reports including donor reports
 - Review field reports and impact stories.
- vii) Visibility and branding
- Design visibility and branding strategy for the organization and individual projects in compliance with organizational and donor requirements.
 - Assist in the design of visibility and branding materials including t-shirts, banners, calendars, fliers etc.
 - Review all IEC materials required by different projects and ensure compliance to donor and organization requirements.



With a generous and serving spirit, perform all other tasks and responsibilities assigned for the benefit of the project as assigned by the supervisor.

Qualifications:



- Must be South Sudanese National.
- A Bachelor or Master's degree in communications, public relations or journalism or international relations and development or relevant qualification / or experience is required.
- The ideal candidate should have a demonstrable and proven track record of working in the communication, print and broadcast media space. You will have the ability to manage complex communications strategies along with a high level of expertise when it comes to the utilization of social media platforms.
- A team player that can build and maintain key relationships with internal and external stakeholders. You will be ahead of the curve when it comes to all subjects related to communication, and aware of emerging trends and new practices.
- Fluency in local language required; fluency in English preferred.
- Willingness to travel to the field frequently for extended periods of time.
- Willingness to work in remote or insecure environments in shared accommodations.
- Ability to work with different churches and denominations.
- Excellent organizational skills.
- Humility, teamwork, and flexibility.



Experience

3-5 years of experience in a nonprofit development role (ideally a generalist role), with at least 1 year of experience in each of the following areas:

- Donor Communications
- Database Management
- Grant Writing
- Marketing for Non-Profit organizations
- Experience with project management and a demonstration of high organizational skills.
- Ability to prioritize, multitask, and switch between tasks.
- Ability to distill complex and lengthy information and communicate the main points clearly and effectively.
- Demonstrated proficiency in clear and succinct writing.
- Prior experience and familiarity with Google Workspace (Docs, Sheets, Slides, Calendar).



APPLICATION REQUIREMENTS

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying for
- Current CV, Copies of diplomas and certificates, including nationality certificate
- List of three former supervisors who can serve as job references one of whom should be from the church with their valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any one of the following ways:

Submission to the World Relief Juba Office in Hai Cinema Tender Box
Online submission by email to WRSSRecruitment@wr.org copying GEizabeth@wr.org including the job title in the subject line or email.

Applications must be received by 22nd September 2023 at 5:00PM.
Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

