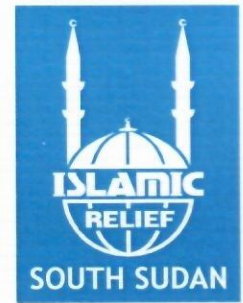


Date: 7th August 2023

Ref: JOB ADVERTISEMENT -MEDIA & COMMUNICATION OFFIER



BASE LOCATION: JUBA, SOUTH SUDAN

REPORTING TO: COUNTRY DIRECTOR

LINE MANAGEMENT RESPONSIBILITIES:

None

PURPOSE OF DIVISION:

Through capacity building and through technical and programme support, the International Programme Division keeps the organization focused on the socio-economic and humanitarian needs of vulnerable people. The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises.

The division increases the organization's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organisation's donors.

JOB PURPOSE:

Lead and coordinate all aspects of IR's media and communications work for South Sudan.

KEY WORKING RELATIONSHIPS

- Has regular contact with all staff in the Field Office. Close contact with the programme staff, Logistics team, IT/AX Officer and Head of Mission.

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Media and Communications Officer promotes the effective use of Media and Communications policies, including the appropriate use of images.

Responsibility for Resources: Cameras and video equipment.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.



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IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema. P.O Box 353

WAU OFFICE
Hai Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE
Along the Warrap - Akop Road
Tel: 0920522368

KAPOETA
Narus Compound
Diocese of Torit
Tel:0925609594



Website: www.Islamic-relief.org
RRC Reg No.051

Key Accountability 1: Raise Awareness of IR's Work in South Sudan

- Arranging national and international media visits and media coverage.
- In consultation with the Head of Mission provide external representation and communication. Seek opportunities to maximise impact and visibility of IR South Sudan's work.
- Increase IR partner engagement on the South Sudan emergency response by regularly sharing compelling content to be used in media, communications and campaigning.
- Assist in providing updates to inform policy messaging and advocacy work.

Key Accountability 2: Produce and develop communications material for all projects

- Develop communication materials for Projects in collaboration with the Programme staff, working closely with the logistics team.

Key Accountability 3: Capacity Building

- Train and capacity build staff on photography and videography to collect stories.
- As requested by the Programme team, provide any capacity building or training for communities and volunteers.

Key Accountability 4: Collecting stories across projects

Coordinate blogs, case studies, and human-interest stories to be used for media pitches, social media (regional blog), and other communications needs.

- Maintain an updated media-pitching document outlining key potential story ideas, information regarding where IR works in South Sudan, and what journalists can expect to see and do on a facilitated visit.

Key Accountability 5: Maintain and regularly update IR South Sudan website

- Regularly maintain the website, developing new content communicating stories of IR's work in South Sudan.
- Working in consultation with the IT/AX Officer.

PERSON SPECIFICATION

ESSENTIAL

Qualifications

- Undergraduate degree or its equivalent in media, communications or a related field

Experience

- 3 years' Experience of working in a similar role.
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability Programme etc.



Skills

- Knowledge and understanding of Media and Communication, particularly in NGOs
- Knowledge of media law in South Sudan.
- Advanced IT skills, particularly in Excel and website content.
- Able to build the capacity of others
- An ability to work under pressure with limited support. □
- Advanced written and spoken English; able to write high quality news stories.
- Committed to Islamic Relief Worldwide values and code of conduct □
- Willing and able to travel for up to 30% of role
- Sensitivity to cultural differences
- Language skills in Arabic

How to Apply

Interested candidates should submit their applications letter briefly describing a motivation letter for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to IRSS.recruitment@islamic-relief.com.ss or drop a hand delivered copy of their application to Islamic Relief South Sudan -Juba office not later than the deadline of **25th August 2023 at 4.00 p.m. local time.**

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.
- Please indicate the base location you are apply for on the application Letter

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

