



Plan International  
www.plan-international.org  
South Sudan, Juba  
P.O.BOX, 182, Hai Cinema



## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

**In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of Communications and Public Relations Manager –to be based in Juba”.**

### No. of Vacancies (1)

<b>Job Title:</b>	Communications and Public Relations Manager
<b>Tenure</b>	12 Months (With Possibility of Extension)
<b>Grade</b>	D2
<b>Department</b>	Programme
<b>Reports to</b>	Director of Program Development and Advocacy
<b>Location</b>	Juba



### Purpose of the Role:

The Communications Manager is a middle management position that provides strategic leadership and management of the development and implementation of the country communication strategy in the area of communications, marketing, information sharing & management, advocacy and campaigns. This includes, but is not limited to, promoting Plan's Global Campaigns at country level; enhancing corporate communications (internal and external); optimizing information and knowledge management and documentation; and building brand and organizational visibility, image and profile.

The Communications Manager will support the Country programme and team members in strengthening the collaboration with other Plan offices in order to facilitate and support involvement with relevant stakeholders. S/he will increase Plan's influence regarding child rights, and contribute to Plan's global communication work in South Sudan by bringing up national and international child rights issues at the global level; duty bearers are reminded of their responsibilities and obligations to act. S/he will work together with the entire program team to

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contextualize the implementation of Global advocacy campaigns and initiatives that are designed to promote and support Plan International become the leading child and girl's rights organization in the country.

The position also requires creativity and best practice to optimize various methodologies of receiving, analysing and communicating information. The position will also manage web-based information and communications and design along with expanding Plan South Sudan's profile on social media.

One of the key deliverables of this position is to brand and position Plan International South Sudan as the leading child and girls rights organization in the country. This will include developing the relevant strategies, tools and joining platforms that can support the organization achieve its purpose in the next five years.

### Key Accountabilities:

#### **1. Corporate Communications (25%)**

- External Communications ('external' refers to audiences outside Plan as a global organization)
- Plan's achievements and lessons learnt are communicated outside the organization in order to influence change at policy level and raise Plan's profile as a key player/expert in the areas identified on Global Strategic Plan and Plan South Sudan country strategy and annual plan
- Advise management and ensure the execution of decisions on various, creative, diversified and effective channels to communicate to external audiences, ensuring appropriate messages to the audience.
- In liaison with Program staff, lead the delivery of key messages appropriately tailored to external audiences, including through the production and dissemination of reports, the organization of events and conferences, the establishment and maintenance of social media outlets (Facebook, Twitter, YouTube as well as external and internal website etc.), and the use of other media channels including television and radio.
- Lead all aspects related to the facilitation/production of Plan member communication materials originating in South Sudan, including through the visit of communications staff, international media crews, celebrities etc.
- Advise on and manage risks related to Plan International's communication and media work.

#### **2. Internal Communications ('internal' refers to audiences within Plan International as a global organization, especially within Plan South Sudan and MEESA) (15%)**

- Plan International South Sudan has human capacity and mechanisms which ensure open and effective communications among staff of Plan South Sudan.
- Create mechanism/s which ensures timely and quality sharing of information with the Program teams
- Plan International staff in country is regularly informed of up-to-date organizational developments at Global, Regional and Country level.



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- Ensure developments in organizational strategies, priorities, goals, etc are shared with staff through effective channels.
- Support management and ensure the decision/s made on the internal communications of new policies, procedures, strategies, etc. and manage such communications as agreed through the production and dissemination of bulletins, magazines, and the use of other communications channel such as web site.
- Manage performance and contribute to the development of communications and marketing being broadly integrated in staff various positions
- Lead and manage the formulation and implementation of Country Communications Strategy and Plan.
- Ensure effective implementation of the Plan International branding and marking policy across all projects and states.

### **3. Campaigns and advocacy (20%)**

- In liaison with program staff, lead campaigning initiatives in relation to Plan International's global and local campaigns, ensuring appropriate messages and means to the local context.
- Lead the formulation and implementation of the Country Advocacy and Campaigns Strategies and Plans.
- Advise on and manage risks related to Plan International's campaigns and advocacy work in South Sudan.
- Establish, strengthen and maintain strategic partnership and alliances with campaigns and advocacy partners, such as but not limited to Government; UN Agencies; INGOs, Media and Higher Educational Institutions.
- In liaison with program staff, ensure the production and dissemination of positions papers and position statements, key messages on the campaign themes.
- In liaison with program staff, oversight the production and lead in the dissemination of relevant research that support policy engagement.

### **4. Marketing and branding (20%)**

- Ensure the correct use of all the branding elements in all the external and internal communication materials and public events, including logos and layouts.
- Ensure consistent and correct use of corporate and branding materials in the Country Office.
- In liaison with program team, support ensure the quality & timely production of corporate marketing products, such as, the Country Annual Progress Report Lead, develop and manage the formulation and implementation of Country Marketing and Branding Strategy and Plan.
- Ensure that best practices, success stories, case studies etc; are produced and adds value to country operations, fundraising and donor retention plan.
- Develop and maintain effective marketing, advertising and promotional activities.
- Ensures that Plan International South Sudan's partner organizations are trained and comply with Plan International's Global Identity and Branding Guidelines.
- Establish, strengthen and maintain strategic partnership with media and public relations partners in order to boost Plan International's image, profile and visibility in the Country.

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- Ensure that Plan South Sudan is positioned high and known as a child centered community development organization. Ensures Plan International's public profile is high and positive.
- Support the positioning of Plan International South Sudan as a charity of choice- for development and humanitarian works.
- Ensure that Plan International South Sudan's Emergency Response and Recovery Program Situation Reports are professionally and efficiently produced and disseminated to all Plan International stakeholders.
- Ensure that CO and PIA staff are adequately trained and supported to comply with the Global Identity and Branding Guidelines.

**5. Information and knowledge management, learning and documentation (15%)**

- In liaison with program staff, ensures the effective gathering, packaging, management and utilization of critical information required to achieve country program goals, external influence, external publications and inform strategic directions.
- Ensures that proper systems and mechanisms are in place through which Plan International South Sudan's corporate communications and marketing products are properly documented, protected, shared and displayed as necessary.
- Ensure that user friendly systems or infrastructures are in place where learning resources are shared.
- Ensures that best practices and exemplary achievements are widely shared for learning.

**6. Child Rights Advocacy in Country Context: (5%)**

This position will require a close coordination with the entire program team and in particular the advocacy and influencing manager who is responsible for developing an advocacy strategy for Plan International South Sudan including recommending some high profile events and platforms where Plan International South Sudan can position itself as the leading child and girl's rights organization in the country.

**Other**

- Actively participate in the Country Management Team in an open, cooperative and proactive manner, ensuring proposing and leading organizational communications and information initiatives.

**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

- Managing internal and external communications in a multicultural environment
- Managing communications in emergencies
- Dealing with high demand for analysis of documents and situations and provide policy and advocacy recommendations
- Quality time to analyse and interpret situations in country context and find appropriate responses
- Intercultural understanding and communication needed
- Serving as brand ambassador for Plan International in South Sudan at field level
- Prepared to work long hours to meet deadlines

### Communications and Working Relationships:

#### Internal:

- Director for Programme Development and Advocacy
- 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 print and electronic media
- 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;

- Bachelor Degree in Communication Studies, Human Rights, Public Relations.
- 3-5 years' relevant working experience
- Experience in project management with a proven track record of delivering on objectives
- Experience of developing and implementing media, advocacy or marketing campaigns
- Experience of representing an organization to the public or/and media
- Knowledge and understanding of human rights, in particular children's rights
- Knowledge of the environment in which non-governmental organizations operate.

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- Fluent in English (both written and verbal). Working knowledge of Arabic and/or other local languages will be an added advantage
- Computer literate with vest knowledge of desktop publishing
- Ability to think strategically

### **Skills**

- Excellent communication skills (written and oral)
- Excellent multi-media (audio-visual) skills
- Excellent written and verbal communication and presentation skills
- Excellent interpersonal and networking skills
- Standard office IT skills, including social media.
- 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

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- 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:**

- High level of Contact with Children:

#### **Inclusion and Diversity.**

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

#### **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 Manager – Juba”**” should be addressed to:

**The Head of People and Culture  
Plan International South Sudan  
Juba, Hai Jerusalem.**

Applications should be submitted either in hard copies to Plan International Office in Juba.  
**OR You can send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)**

**The closing date for receipt of applications is before close of business on Friday, 14<sup>th</sup> July 2023.**

**Note: Applications submitted are non-returnable.**

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