



South Sudan Country Office

## Opening for Consultancy

**Job Title: Digital Communication Consultant-(National Post)**

**Contract type :** Individual Consultant (Equivalent UN grade –G4)

**Closing date:** 22 May 2023 (5pm-South Sudan Time)

**Duty Station:** Juba, South Sudan

### Purpose of consultancy:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

Digital Communications plays a key role in communication, fundraising, advocacy, and visibility of interventions. The effective use of photos and videos on online platforms will help position UNFPA South Sudan, expand its outreach and broaden engagement around the three zeros. The use of digital assets with relevant content, experience and dialogue, allows the agency to connect directly with beneficiaries, external partners and development partners (Donors), thus creating valuable relationships both online and offline, tell the stories of our experiences in our mandate.

### **Purpose**

The National Consultant will provide services of Videography, Creative Designs and Social Media management. She/He will support the Communications Unit in UNFPA South Sudan Country Office

### **Scope of work**

The consultant will fulfil the following duties and responsibilities:

- Capture video clips to support proactively create editorial content (stories, photos, advocacy images, contests, campaigns, audio, video, infographics, etc.) in cooperation with Communication Team and UNFPA South Sudan.
- Website and social media, posting daily to respective channels: Twitter and Facebook
- Researching and pitching story ideas with the targeted audience in mind
- Working with CO communication teams to coordinate all aspects of production in the field.
- Providing local video crews, the guidance and specs needed for the filming and photography.

### **Design**

- Support country office with design for both digital and print platforms such as Posters, Banners, booklets, and Newsletters.
- Providing final deliverables for video with paperwork and in all requested formats

- Use of infographics and creative designs for the office publications

### **Ethical guidelines**

#### **Informed consent**

As an organization that creates and commissions images and recordings of people, including the most vulnerable women and girls, it is necessary to seek the consent of the individuals concerned. The consultant is required to obtain written consent from all subjects in the field and from the parents or guardians of any children. In exceptional or emergency situations, informed verbal consent is acceptable if there is an audio or video phone or camera recording.

UNFPA will provide consent forms.

In case of informed verbal consent, the consultant must address the following with the subject:

- The subject must agree to voluntary participation in the video/ photos.
- The consultant must explain why the subject was selected.
- The subject should agree to being featured in content that will be distributed globally on all social media channels.
- There should be an honest and direct description of the risks and benefits of participation (i.e., products will have high global visibility)
- Description of how confidentiality will be maintained when required (i.e filming anonymously when required)

### **Expected Deliverables**

- The Digital Communications National Consultant will provide monthly progress report and supervisor will undertake monthly performance assessment by using the UNFPA performance evaluation form. The consultant will provide a comprehensive report as hand over note.
- Regular check-ins on the brief, pre-production and post-production with the Head of Office
- The Digital Communications National Consultant will report directly to the Communication Specialist

### **Required expertise, qualifications, and competencies, including language requirements.**

#### **Skills:**

Strong interpersonal, verbal, and written communications skills

#### **Education:**

- Minimum of secondary school certificate

#### **Knowledge and Experience:**

- 2 years of relevant professional experience in the field of creative Designs, social media management, and videography
- Proven expertise in being able to produce video content.
- Good planning, project-management skills
- Proven team player; ability to multi-task and work to tight deadlines
- Additional training in designs and videography is an added advantage.
- Experience working on projects with any UN agency is desirable.

- Excellent written and spoken English is essential; knowledge of Arabic is an advantage

**Languages:**

- Fluent in written and spoken English, knowledge of Arabic will be an asset.

**How to Apply**

Please send your application and a short letter of motivation with " **Digital Communication Consultant**-(open to South Sudanese national) " in the subject to UNFPA South Sudan email, [ssco.vacancies@unfpa.org](mailto:ssco.vacancies@unfpa.org) before close of business (COB) on **22 May 2023**