



Job Title:	Communication Assistant
Job Reference:	CA/2026/01
Job Type:	Full-time
Duty Station:	Juba, Country Office
Reporting Line:	MEAL Coordinator
Location:	Juba, frequent visit to different field locations
Deadline:	January 9th, 2026
Link:	<a href="https://cvselectie.net/helpachild-southsudan/7687/">https://cvselectie.net/helpachild-southsudan/7687/</a>

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### ORGANIZATIONAL OVERVIEW:

Help a Child is an International Christian Humanitarian Organization established in 1968 with its headquarters in the Netherlands, country offices in India, and seven African Countries, including South Sudan. We provide a future for children living in poverty, their families, and their entire communities. We achieve this by empowering vulnerable communities to independently and sustainably enhance their living conditions and opportunities.

### Position Summary

The Communication Assistant will play a central role in content development, documentation, visibility planning, and communication support. This position will help ensure that Help a Child's work is well-documented, effectively communicated, and visibly represented to donors, partners, government stakeholders, communities, and the public.

The Communication Assistant will assist in drafting success stories, capturing photos and videos, preparing newsletters, supporting donor visibility requirements, managing online platforms, and coordinating communication tasks with the field offices.

### Key Responsibilities

#### 1. Content Development & Documentation

- Collect, draft, and edit human-interest stories, success stories, field updates, and case studies.
- Support programme teams in documenting key events, milestones, and lessons learned.
- Conduct field visits to gather photos, interviews, videos, and testimonials from programme participants.
- Ensure all content reflects Help a Child's values, child safeguarding principles, and tone.
- Manages HaC South Sudan website.

#### 2. Visibility, Branding & Communication Products

- Support production of communication materials (brochures, posters, fact sheets, reports, press releases, newsletters).



- Ensure proper branding and visibility in all project sites and during events in line with donor and organisational guidelines.
- Assist in the creation of social media content and maintain basic online engagement across Help a Child platforms (as guided by global communications standards).
- Maintain an organised media and photo archive for internal and donor use.

### 3. Support to Donor Communications & Reporting

- Assist in compiling communication elements for donor reports (photos, captions, stories, activity summaries).
- Ensure all communications adhere to donor visibility requirements.
- Support preparations for donor visits, field trips, and public events.

### 4. Internal Communication & Coordination

- Support smooth communication flow between the Country Office and field teams.
- Participate in meetings, workshops, and events and take minutes where required.
- Assist in organising communication-related trainings, media engagements, and documentation exercises.

### 5. Compliance, Safeguarding & Ethical Standards

- Ensure that all communication materials uphold Help a Child's child safeguarding policies, PSEA standards, and ethical storytelling principles.
- Obtain informed consent for all photos, videos, and stories in accordance with organisational protocols.
- Promote responsible, dignified, and safe representation of children and vulnerable groups.

## Minimum Qualifications, Skills & Experience

### Education

- Bachelor's degree in mass communication, Journalism, Public Relations, Development Communication, or related field.

### Experience

- Minimum **4-6 years** of experience in communication, media, storytelling, documentation, or similar roles (NGO experience preferred).
- Demonstrated ability to collect and develop high-quality written and visual content.
- Experience with photography, videography, and basic editing is an added advantage.
- Familiarity with social media management, layout design, or graphic design is desirable.

### Skills & Competencies

- Strong writing, editing, and storytelling ability.
- Good photography and videography skills.
- Computer proficiency in MS Office; basic knowledge of Canva, Adobe tools, or other design software is an added advantage.
- Strong interpersonal and communication skills.
- High organisational skills, attention to detail, and ability to work under pressure.
- Fluency in English (written and spoken); knowledge of Arabic or local languages is an asset.





<p><b>Networking</b> Building relationships and networks that help achieve goals. Making effective use of informal networks to get things done.</p>	<ul style="list-style-type: none"> <li>• Encourages colleagues and partners to maintain and expand their internal and external contacts and makes suggestions.</li> <li>• Bring internal relationships/networks into contact with external relationships/networks.</li> <li>• Asks friends to collaborate in making contacts with potential relationships and/or networks.</li> <li>• Uses own network to achieve the goals of others.</li> <li>• Uses the relationships from their own network to realised the goals of the project and Help a Child.</li> </ul>
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**Value Proposition**

Help a Child offers the opportunity to become part of an ambitious, child-centred, and Christian international NGO with a dedicated team of professionals motivated to maximise impact. Help a Child offers a fair pay and benefits package that is justifiable to our donors. Furthermore, you will be provided with a one-year fixed-term contract and all other benefits the organisation can offer during your engagement with HAC. The agreement may be extended depending on funding, your performance, and fit within the team.

**How to Apply:**

If you are a motivated and experienced communication expert looking to join a team dedicated to making a difference in the lives of children and communities, please submit your application through this link: <https://cvselectie.net/helpachild-southsudan/7687/> or by hand delivery to Finance and Administration Office at Help a Child South Sudan, Scandic Premises, Plot No 21(A), Block (BXVI), Hai Matar next to Crown Hotel, Airport Road, Juba-South Sudan by January 9th 2026. Ladies are highly encouraged to apply.

Help a Child has zero tolerance for Sexual Exploitation and Abuse (PSEA), and discrimination based on gender, race, colour, or physical status.

Due to the urgency of these positions, Help a Child will review applications on a rolling basis and may fill the positions before the deadline.

**Note: Only shortlisted candidates will be contacted for an interview.**

