

Vacancy notice

Advert opens 20th November 2023.

Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East, and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity building. Currently it has programs in Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership, and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of Communication **Officer as detailed below.**

Position: Communication Officer

Based Location: Juba

Number of position (s): One (1)

Reporting Line:


The Communication officer will report to the Just Future Coordinator.

Purpose of the position:

The objective is to increase the overall visibility of the project and its achievements through defined communication channels in preparation for the project's outline/planned activities. The junior communication officer will provide support to the Communication Specialist in implementing different communication and visibility activities including content creation, production of communication tools, social media management, and event organizing, in addition to providing administrative and operational support, if needed.



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Duties and Responsibilities

- Develop social media posts and provide quality content showcasing achievements and ensure updated weekly platforms.
- Draft and follow up on the production of the communication and advocacy instruments and materials, including briefing materials, press releases, newsletters, and articles.
- Support in the development of the project's documentary/success stories/human interest stories/track records.
- Support in the preparation of the project's events including events photography/videography.
- Undertake any other related tasks as directed by the Communication Specialist and Project Manager.
- Develop some concrete in country communication plan together with a communication calendar that outlines key milestones, events, campaigns, and content releases throughout the year in alignment with the Just Future communication strategy.
- Collaborate with the communications coordinator at the international level to facilitate capacity strengthening workshops, enhancing the abilities of local organizations to effectively manage their communication activities.
- Ensure active sharing of activities occurring at the country level with the international secretariat.
- Actively participate in the communications group to enable effective implementation of the communications strategy and enhance information sharing within the alliance.

Key qualification and competencies

- A graduate level (a degree or its equivalent) in journalism, mass communications, or related fields. *a Diploma or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of a graduate university degree.*
- At least 3 years' experience in the areas of communications, marketing, journalism, and digital communication is an added advantage.
- Fluency in English and Arabic is required.
- Excellent writing, editorial, and presentation skills.
- Excellent record of accomplishment in producing communication material including social media posts and brochures, flyers, etc....
- Photo and video editing skills are a must.
- Good knowledge of communication principles. Knowledge of multimedia to develop a range of communication and information products. Knowledge of social media platforms.



Further information and how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 3 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes. **e.g.CSS002/11/23 Communication Officer-Juba.**

or

Applications can also be hand dropped at Cordaid Office Juba, Plot 45, 3rd Class Hai Neem, to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **11th December 2023.**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

(South Sudanese Nationals Only)

