



**IntraHealth International Inc., CDC Project - Juba, South Sudan**

**Vacancy Advertisement**

Job Title : Communication Officer  
Location : Juba, South Sudan  
Contract Type : Regular dependent on funding  
Supervisor : South Sudan Public Health Institute Technical Advisor  
No. of Post : 1 position  
Duration : Regular with 3 months probationary period  
Application Deadline: 24<sup>th</sup> November 2021  
Start Date : ASAP



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MOL-RSS

Approved

04/11/2021

**BACKGROUND:**

IntraHealth International (IHI) with funding support from United States (US) Center for Disease Control and Prevention (CDC) has been implementing Five and half year's strategic information project. The project is being implemented in partnership with Republic of South Sudan Ministry of Health (MOH) in consultation with CDC South Sudan. The project's goal is to build the capacity of the MOH to generate, collect, analyze, disseminate, and use integrated, quality HIV/AIDS health strategic information to inform evidence-based HIV programming in the country for better use of scarce resources to achieve the UNAIDS targets of the three 95% by 2030. In 2021, IHI also received additional funding from United States CDC to support the establishment of the South Sudan Public Health Institute (SSPHI). IHI in collaboration with United State CDC, Africa Centers for Disease control and Prevention (Africa CDC) is supporting the Ministry of Health (MOH) South Sudan to establish the SSPHI. The institute has a mandate to establish South Sudan Public Health Human Resource Capacity Building program and to run a competency-based training program to build the capacity of the public Health workforce in the country.

**Scope of Work**

The communication officer under the supervision of Project Director will be responsible for documenting success stories, lessons learnt and development of manuscripts on the project implementation that will be published. S/he will use various approaches to share the important work that IntraHealth is doing in South Sudan to achieve better health

outcomes with donors and other stakeholders. The communications officer will build and sustain IntraHealth's reputation for excellence, openness, partnership, and accountability and helps the organization gain visibility and recognition for its work in the country. The communications officer will ensure that communications adhere to the organization and the donor's Branding and Marking Guidelines.

### Specific Tasks

- **Produce Success stories/ manuscripts on quarterly basis**
- **Design and develop the success story templates for use by Project staff**
- Review and edit, **success stories/ manuscripts in language that will appeal to the audience**
- Present draft success stories to the IntraHealth staff for their feedback.
- Format the success stories to suit the structure for publication
- Produce final copy of the success stories which will be sent for publication
- Develop and implement a communications and documentation plan for the project
- In collaboration with project staff develop and identify success stories
- In collaboration with program staff, draft abstracts and prepare presentations and/or posters for submission to local and international conferences.
- Review and update all programmatic materials for accuracy and adherence to IntraHealth and CDC branding guidelines, providing quality assurance of project reports.
- Engage with project staff to identify strategic/ key/ inspiring activities to develop into communication pieces.
- Submit photos, stories, and other content upon request for IntraHealth to use and adapt on its corporate website and social media platforms.
- Conduct field visits and attend conferences as requested to document, photograph and/or film activities and achievements.
- Assist the program staff in preparing the materials needed for events and workshops and to produce summary reports, newsletters and press articles for events and workshops
- Serve as the principal liaison with IntraHealth HQ Communications Department.
- Organize and maintain IntraHealth's project's shared drive and ensure that key documents are uploaded to IntraHealth portal and share drive.
- Other duties as assigned by the SI project Director.





## Required Qualifications

- Bachelor's Degree in communications, journalism, English, international relations, or related field. Master's Degree is preferred.
- At least five (5) years of relevant work experience in communications within international development or health-focused organizations
- Working knowledge of international health and development organizations preferred.
- Experience working with diverse stakeholders (ministry of Health, CDC, USAID, GF, DFID etc)
- Experience in research is an added advantage
- **Essential:** Have done at least **3- 5** years publications, success story/Manuscripts writing

## Knowledge and Skills

- Fluency in English language, both oral and written is mandatory.
- Strong organizational and interpersonal skills, and the ability to multi-task
- Strong computer skills; Excel, MS Word, MS Project, PowerPoint.
- Demonstrated competence to assess priorities and manage a variety of activities in a time-sensitive environment and meet deadlines with attention to detail and quality.
- Ability to manage multiple, complex, detail-oriented tasks at once with limited supervision.
- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs.
- Ability to work in a dynamic and agile environment with changing requirements and priorities while completing tasks in a timely manner.
- Ability to work independently and within a team environment, with some of the team members being remote and providing support.
- Good reporting and writing skills.
- Strong analytical, research and writing skills with demonstrated ability to think strategically.
- An understanding of public health sector and corresponding business processes; experience working on CDC/USAID or other donor-funded projects is a plus.
- Ability to work independently with minimal supervision to produce high quality outputs, and as a part of a complex team.

## Competencies

- **Service Excellence** - Knowledge of and ability to put into action customer service concepts, processes, and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly.
- **Effective Communication (Oral and Written)** - Understands effective communication concepts, tools, and techniques; ability to effectively transmit, explain complex technical



concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.

- **Planning and Organizing** - Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships** - Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Offices in a constructive and collaborative manner.

**Due to the urgency to fill this position, applications will be reviewed on a rolling basis.**

### **Application Procedure**

Interested and competent candidates should apply through the below link:  
<http://www.intrahealth.org/section/careers>

Hard copy of applications can also be dropped at IntraHealth International office located at Juba Nabari near American Residence, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.

Kindly, attach an Application Letter, copy of National ID card, Academic Credentials and a Curriculum Vitae (CV) including contact details of 3 professional references who must be the most recent or current supervisor.

**Deadline for receiving applications is 17:00 hrs Juba South Sudan Time on or before 24<sup>th</sup> November 2021.**

*Salary for the position will be negotiated according to qualifications and relevant experience.*

**This position is open to South Sudanese nationals ONLY**

*IntraHealth International is an Equal Opportunity/Affirmative Action Employer*

