

- Include safer access in all SSRC dissemination sessions and trainings
- Ensure that volunteer disseminators at the branch and units are equipped with the necessary tools to perform their duties effectively.
- Promote positive collaboration with all the Movement partners particularly with the ICRC in the area of dissemination of principles and the International Humanitarian Law
- Prepare and Organise World Red Cross Day and International Volunteers Day at the Branch
- Responsible for record keeping of all dissemination, publicity materials and communication equipment of the Branch
- Ensure integration of communication activities in all branch programming

Volunteers Management

- Recruit, coach, train and manage volunteers at the branch level and coordinate with branch sub offices on volunteers' management issues.
- Manage and update volunteers database at the branch level
- Keeping record of volunteer training database
- Responsible for selection and deployment of volunteers based on their capacities and field of specializations.
- Responsible for the dissemination of the Communications Policy, Social Media Guidelines, Volunteer policy, Code of Conducts and other SSRC's related documents.
- Helping volunteers to set up structures at the branches

Public Communication

- Improve relationship with local media outlets (Radio, TV and Newspapers) and seek ways to disseminate the SSRC's activities through local media.
- In coordination with HQs Media Coordinator, generate story content for SSRC newsletter, Website and social media.
- Take photos of all branch activities and sending them to Media Coordinator for use in SSRC's publications and calendar.
- Facilitate coverage of branch activities by local media.
- Implement additional task as assign by Head of Branch and Communications Department at the HQs.

Branding and the use of the SSRC's logo/Emblem:

- Monitor use of Red Cross Brand at the branch level.

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- With the Support from the HQs, the Communication Officer approves purchase request order (PROs) for branded material produce by branch or by the movement partners and other potential partners

Budget, Monitoring and Evaluation:

- Monitor and evaluate the work of the Dissemination Volunteers at branch and identify necessary support particularly in capacity building.
- Prepare Monthly, quarterly consolidated communication report
- Working closely with the Communication Coordinator and ensure that the accountability is done on timely manner as required
- Prepare annual, quarterly and monthly dissemination plans and budget in collaboration with the Head of Branch and the Communication Coordinator.

Duties applicable to all staff

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan region of operation through effective managerial and lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
- Perform any other work related duties and responsibilities that may be assigned by the supervisor/ line manager.
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.
- Ensure communities receive timely, accurate and relevant information about SSRC
- Identify and use the best communication channels to provide communities with relevant and actionable life-saving information
- Strengthen communities capacity to be able to voice issues affecting them and the needs in meetings, workshops with decision and policy-makers

Qualifications and Requirements

- University degree or diploma preferably in communication, Mass Communication or public relations.
- Previous experience working for a humanitarian aid organizations
- Minimum 2 years' experience working in communication and journalism.
- Excellent communication skills in public speaking
- Excellent written and verbal communication skills
- Flexible and adaptable to changing working conditions
- Strong oral and written communication & presentation skills
- Self-supporting in computers (Windows, spread sheets, word processing, Power Point)
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How to apply:

Interested applicants should submit cover letters along with CVs, 3 professional referees and Copy of National ID and Certificates including day time telephone contact to the email below: vacancy@ssdredcross.org Please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to the South Sudan Red Cross Society Head Quarters Office at plot #4, Block Ministries, Munuki Area AND applicants from Bor should submit their applications in Bor Branch. And please clearly indicate the position you are applying for on the back of envelope.

Please arrange your documents in the following sequence as shown below. Failure to follow this order may result in your application being disqualified.

- 1. Cover Letter**
- 2. Curriculum Vitae (CV) or resume**
- 3. Copies of Certificates and National ID**

Deadline for submission of applications is March 12, 2021.

Please Note, only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates are highly encouraged to apply.