



**BACKGROUND: -**

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of “**TOGETHER IN TRANSFORMATIONAL INITIATIVES**”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

<b>Job Description</b>	Communications and public relations
<b>Employer</b>	TITI Foundation (TF)
<b>Position Reports to</b>	PR Manager
<b>Duration</b>	Three Months
<b>Date</b>	02.05.2024
<b>Closing Date</b>	22.05.2024

**Duties and Responsibilities;**

- Responsible for supporting the PR team in executing various strategies to build and maintain a positive public image for our organization
- Participates in brainstorming PR ideas
- Assisting our PR Managers in conducting various communications activities, including press releases, newsletters, and social media drives
- Helping our PR department oversee major PR campaigns
- Aiding our PR Coordinators in planning and executing corporate events
- Updating schedules and informing internal and external stakeholders of any changes
- Handling minor aspects of our PR logistics and identifying possible problem areas
- Assists in press release creation
- Coordinates with managers in special projects
- Proofreads written materials for content and grammar
- Analyzes client competitors and industry trends
- Provides administrative support to managers

**Job Requirements**

- Enrolled in a university or college program at junior or senior level, preferred course of study would be Communications, Public Relations, Marketing, or related field
- Exceptional written and verbal communication skills
- Excellent organizational skills
- Proficient in MS Office
- Strong ability to multitask



- Strong willingness to learn from superiors

### **Confidentiality**

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty or outside duty, to any other person or organization without authority.

### **Professional standards**

The TF and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

### **Safeguarding policy**

TITI Foundation has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

### **Commitment on Protection from Sexual Exploitation and Abuse**

The employee commits to adhere to the zero-tolerance policy of TITI foundation towards sexual exploitation and abuse and to take all necessary measures to ensure this policy is maintained and promoted. The employee commits to support all the efforts of the organization to prevent and respond to SEA allegations, in particular: Adhere to the TITI Foundation's code of conduct, prohibiting SEA, Mandatory reporting of any SEA situation the employee should become aware of the mandatory participation to all trainings and sessions on SEA organized and facilitated by TITI Foundation. The mandatory participation in good faith in any investigations or audit undertaken by the TITI Foundation following the reporting of a SEA allegation.

### **Equal opportunity employer**

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

### **How to apply**

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address [titifoundationss@gmail.com](mailto:titifoundationss@gmail.com) or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehovah Witness, Nyakuron West.

*only Shortlisted candidate will be contacted and attach photocopies, remember no return of the any documents.*

*The successful candidate will be subjected to a thorough background check and satisfactory references.*

*Female applicants are highly encouraged to apply.*

