

## JOB VACANCY ADVERTISEMENT

*International Medical Corps never asks job applicants for a fee, payment, or other monetary transactions. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.*

Job Title:	Senior Communications Officer	50-H3
Country Program:	South Sudan	MOL
Location of Position:	Juba	Approved
Position Opened for:	South Sudanese only (Internal/External)	16.03.2026
Report To	Grants Administration & Reporting Coordinator	
Desired Start Date:	ASAP	
Advertised date	16 <sup>th</sup> March' 2026	
Closing Date for Applications:	7 <sup>th</sup> April' 2026.	

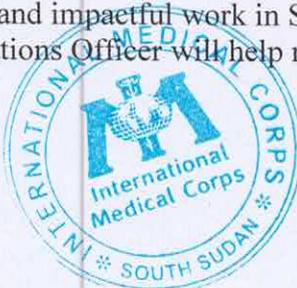


### Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitate devastated health care systems and helps bring them back to self-reliance.

### Job Summary

The Senior Communications Officer will coordinate the implementation of IMC's communication, visibility, and advocacy strategies in South Sudan, with support and guidance from the Partnership and the HQ Communications Focal Point. The officer will promote IMC's mission, mandate, and impactful work in South Sudan both internally and externally. The Senior Communications Officer will help raise IMC's profile and



reputation among peer agencies, donors, LNGOs, government institutions, and other stakeholders by highlighting project activities, findings from assessments and evaluations, and supporting the development of advocacy strategies in-country. As a result of these efforts, IMC will strengthen its visibility, reputation, and positioning for partnership and funding opportunities. Additionally, IMC staff will be better informed about the Country Office's initiatives, communication goals, and standards.

### **ESSENTIAL JOB DUTIES / SCOPE OF WORK:**

#### **1. Content Development**

- Work with Field Site and Project Managers to develop and execute communication and visibility plans, ensuring compliance with donor communications requirements.
- With support from the Partnership Manager, draft relevant advocacy and communication sections of funding proposals.
- Lead the sourcing of communication content including photos, videos, human-interest stories, and testimonies related to communities' needs in collaboration with project teams and partners.
- Manage the production of written materials including success stories, case studies, newsletters, blogs, and annual country office reports.
- Ensure communication materials contribute to positioning IMC as a key partner in responding to humanitarian crises and displacement.
- Support the recruitment and management of freelance consultants or photographers when necessary to develop communication materials.

#### **2. External Communication**

- Lead the development and production of IMC communication materials such as brochures, newsletters, success stories, lessons learned, blogs, photos, and videos.
- Support regular updates to IMC's website, social media platforms, and other publications in coordination with HQ.
- Support the organization of public events, campaigns, trainings, and visibility activities for field teams and the country office.
- Monitor and analyze local and international media related to the humanitarian situation and IMC's sectors of intervention.
- Support the Country Director in preparing responses to media requests.



- Draft press releases in coordination with HQ and the Country Director.
- Ensure linkages between IMC program implementation and advocacy messaging based on beneficiary priority needs by: - - - Supporting the Country Director in developing advocacy messages. Design and delivering advocacy and communication training for IMC staff. Supporting leadership and program teams in external representation through provision of relevant information and coherent key messages.
- Represent IMC in communication and advocacy forums and support the Country Director in drafting advocacy briefs for donor engagement.
- Build relationships with NGOs, UN agencies, and other partners to coordinate joint communication and advocacy initiatives.
- Collaborate with UN and NGO partners on joint briefing papers, situational reports, and advocacy messages.
- Strengthening the understanding of communication priorities of IMC's local partners and support capacity building in communications where needed.

### 3. **Internal Communication**

- Ensure IMC branding and visibility standards are consistently implemented across programs and partners.
- Lead the production of periodic internal staff newsletters and communication updates.
- Support and train communication focal points in collecting photos, stories, and captions to showcase IMC's work.
- Maintain regular coordination with regional and HQ communications teams and share updated communication guidelines and resources with the country team.
- Support technical coordinators and project staff in developing position papers and advocacy reports on sectoral issues such as health, protection, and GBV.
- Maintain and update the Communications SharePoint folder and internal communication resources.
- Support efficient coordination of Country Director and Program Director calendars when required.



#### **4. Program Management**

Provide temporary support to program management functions when required during HR gaps. • Support the Program Director in managing small grants when assigned.

#### **5. Information Management**

- Collect, compile, and process information from donors and program teams.
- Maintain and update communication and program databases to accurately track relevant information.

#### **6. Resource Tracking and Reporting**

- Support program teams in tracking mobilized resources.
- Assist in preparing reports that provide updates on resource mobilization and utilization.

#### **Other Duties**

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and are not necessarily all-inclusive.

#### **8. Prevention of Sexual Exploitation and Abuse**

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

**Compliance & Ethics:** Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

**Ethical conduct for IMC Staff:** The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.



### Competencies & Requirements

- Diploma or bachelor's degree in communications, Journalism, Media Studies, Public Relations, International Relations, Development Studies, or a related field.
- Minimum of 3 years of relevant professional experience in communications, media, advocacy, or public relations, preferably within humanitarian, development, or NGO settings.
- Experience developing communication materials such as reports, success stories, newsletters, and media content.
- Demonstrated experience working with donor visibility requirements (such as UN agencies, DOS, ECHO, or other international donors) is an asset.
- Strong writing, editing, and storytelling skills in English.
- Experience in photography, videography, or digital storytelling is an advantage.
- Experience managing social media platforms and website content.
- Knowledge of humanitarian principles and experience working in complex emergency contexts is an added advantage.
- Ability to work collaboratively with multidisciplinary teams and external partners.
- Strong organizational and time management skills with the ability to manage multiple tasks under tight deadlines.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and communication tools such as SharePoint and social media platforms.
- Strong interpersonal and communication skills with the ability to engage effectively with diverse stakeholders.

### **HOW TO APPLY**

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to [SS-Recruiting@internationalmedicalcorps.org](mailto:SS-Recruiting@internationalmedicalcorps.org).

**Note:** Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

**We appreciate your applications; however, Only Shortlisted Candidates will be contacted for interviews.**





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[www.InternationalMedicalCorps.org](http://www.InternationalMedicalCorps.org)

**Please note the applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.**

Website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com). Please do not submit your CV or application to this website, it will not be considered for review  
Grants Administration & Reporting Coordinator

