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CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

Position:	Communications manager
Department:	Program
Location:	Juba
Reports to:	Country Director

Purpose of the job.

The primary role of the Communications Manager is to support the Country Office to be a strong and consistent voice for the rights of women and girls by developing media and communications materials, establishing the CO communication portfolio and facilitating communication flows to ensure that CARE staff and key external stakeholders receive the information they need. This will require strengthening and streamlining existing information management and knowledge management system to respond to demands from internal and external stakeholders

SPECIFIC RESPONSIBILITIES:

1. Communications (40%)

- Produce and/or update materials to disseminate information throughout CARE International and externally. Such materials may include alerts, situation reports, programme strategies, fact sheets, briefing notes, annual reports etc.
- Undertake field visits as appropriate to collect and produce human interest stories from the field, carry out interviews with staff, partners and beneficiaries in the field, and remain up to date on the unfolding context and CARE's response.
- Support the communication and dissemination of research outputs from the programs. Provide editing support and identify formats and methodologies appropriate to effective sharing of findings.
- Compile all relevant CARE publications online and offline for future reference.
- Build and maintain local media and information contacts, supporting journalists, researchers and others in awareness raising on CARE's program activities.
- Provide awareness raising and training to CARE staff on CARE communications approaches and principles.

2. Media engagement (20%)



- Leads on development of Communications strategy and ensures all public messaging is in line with the country advocacy priorities, CARE communications guidelines, verified by technical staff and signed off by the Country Director.
- Works with Program team to develop a wide range of high quality traditional and new media communications materials for advocacy and resource mobilization purposes.
- Support the preparation of press releases, taking points, updates, photos feature or human-interest stories – primarily for distribution externally (e.g. the media or other agencies, for CI members' communications).
- Produce photos and video clips of CARE's work in the field and with partners, and manage consultants to do the same.
- Works with Resource Mobilization staff to ensure communications and advocacy components are included and resourced through all donor proposals.
- Works with Country Director to ensure cordial media relations and act as CARE spokesperson as required.

3. Information and Knowledge Management (35%)

- Through desk and field research identify, collate and store effectively, materials relevant to program activities and advocacy priorities so that they are easily accessible.
- Daily monitor news, trends, and events with potential humanitarian consequences and flag form attention to the senior management team
- Monitor external information sources and high-level reports (from other NGOs, UN agencies, humanitarian fora/initiatives, etc.) and synthesize and share main points/outcomes with key staff in the COs, RMU, wider CI, etc.
- Contribute updated material for CARE websites and other electronic information sharing forums.
- Support the CO in acting as a reference/contact point for general information requests related to CARE's program activities.
- Ensure effectiveness and functioning of existing information management systems and information resource availability.
- Work closely with MEAL Coordinator to better understand KM approaches.
- With approval from CARE USA, establish and maintain update CO social media accounts including Facebook, Twitter and Instagram to showcase the impact of CARE's work in communities.

Program communication and editorial support (5%)

- Provide editorial review of program reports including editing and layout development for external stakeholders.
- Lead compilation and writing of success stories on CARE's impact in communities and upload this in the different CO webpages.
- Train program and partner staff in storytelling and collection of information from communities.
- Provide technical information management/communications support for ECSARMU COs in the event of an emergency in the region in short term deployable capacity in collaboration with CARE Emergencies Group (CEG).

Qualification and Competencies:

Technical Competencies

- Degree in Mass Communications, Journalism, Public Relations, Literature, Public Policy, Information Management or international relations.
- At least 3 years' experience in communications, information dissemination, international relations and/or media work.
- Proven experience of communicating information to a wide range of different audiences.
- Ability to review and edit reports and other written documentation for dissemination and publication.
- Ability to collect information and undertake research under potentially difficult and constraining conditions.



- Ability to develop and present information and communication products for a range of different audiences.
- Experience of media liaison and media tools e.g. photography, video etc.
- Awareness of potential sensitivity of information in the context of CARE's emergency response and development programming and ability to differentiate between information for internal versus external audiences.
- Willingness to work and travel in difficult circumstances and adhere to agreed security procedures.

Core Competencies:

- **People Skills:** Ability to work independently and as a member of a team. Able to support and train local and international staff.
- **Communication Skills:** Excellent written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation, representation skills and attention to detail.
- **Sense of initiative:** Ability and willingness to take initiative, think critically and propose different and creative ways of working.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/adaptability and flexibility:** Ability to operate effectively under extreme circumstance including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Has experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** Requires general administration, information management and telecommunication skills and proficiency in information technology/ computer skills.

HOW TO APPLY

The position will be based in Juba. This position is **ONLY** open to South Sudanese Nationals.

Opening Date **19th February 2021** and Closing date for receiving application will be **10th March 2021**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

