International Medical Corps

INTERNATIONAL MEDICAL CORPS - SOUTH SUDAN
Plots 311-313, Blocks 3 K South, Thongpiny, Juba, South Sudan
www.InternationalMedicalCorps.org

JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. 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:	Communication Officer (1 position)
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal & External).
Report Too	Grants Administration & Reporting Manager
Desired Start Date:	ASAP.
Advertised date	6th November' 2026
Closing Date for Applications	25th November'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 the highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance. Currently International Medical Corps works in Jonglei State (Pigi Canal, & Akobo) Malakal, Upper Nile State (Malakal, Fashoda, Manyo, Payikang & Renk) Western Bar el Gazel (Wau) , Unity State (Nyal), Central Equatoria state (Juba, Juba IDP Camp & IDU), Western Equatoria state (Yambio & Maridi) & Eastern Equatoria state (Nimule)

Summary of Responsibilities:

The Communications Officer's primary role is to support country team management in developing communications and media materials, support interactions with the media and to facilitate communication flows to ensure that internal and external stakeholders receive the information they need quickly.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

APPROVED. 8/G 06.11.2026

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ESSENTIAL JOB DUTIES / SCOPE OF WORK:

- Assist in the implementation of the communications and visibility plans of all current grants.
- Assist in finalizing written content for proposals and internal and donor reporting.
- Gather content from different field teams and organize assets according to grant and date/location.
- Maintain a calendar of donor communications deliverables that is accessible to program and communications colleagues.
- Assist in creating engaging communications and media materials, such as stories, photos, videos, infographics, newsletters, brochures, and other communications products. This will include both creating and managing the content and distributing it in the appropriate ways.
- Assist in public outreach and awareness initiatives, including media relations and outreach (cultivating relationships with reporters, pitching stories, responding to requests, etc.), working closely with field teams.
- Monitor media trends in the country and identify potential media opportunities, including suggesting media outlets and pitching stories. Media-related duties also will include creating a media database of local and regional media outlets and journalists who cover the healthcare sector.
- Uploading and filing content in an organized manner, including interviews, transcripts (in English and other appropriate languages), photos, videos, and other relevant materials on International Medical Corps' systems.
- Assist in implementing social media plans, which include maintaining the master document, posting, and scheduling posts and creating new content to post every week.
- Monitor trends on social media and use that information to increase traffic to the social media pages.
- Coordinate with external vendors, such as agencies and independent filmmakers and photographers.
- Arrange all logistical operations with suppliers, in coordination with the logistics department, which will include finding new suppliers in the market, raising work orders and requests for quotations, following up on payments and finalizing contracts.

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- Assist in organizing events (virtual or otherwise), workshops and meetings, developing related promotional materials, and documenting events and activities.
- Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily comprehensive.

Competencies & Requirements

- Typically, a bachelor's degree in design, marketing, communications, journalism, or another relevant discipline is required. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 3+ years' experience in corporate communications in a dynamic, fast-paced, high-volume work environment.
- Ability to work successfully and effectively as part of a team, as well as independently, in a multicultural and participatory environment.
- Solid computer skills, including the Microsoft Office suite. Familiarity with the design and production process.
- Desirable experience with NGOs working in the humanitarian or development field.
- Excellent copyediting and proofreading skills; able to interpret and simplify technical language to adapt it for a wide range of audiences.
- Excellent research, interviewing and writing skills; adept at writing clean, engaging copy under deadline pressure.
- Strong organizational and project-management skills; ability to oversee production of a high volume of quality work within tight timeframes, often including multiple simultaneous projects. High level of attention to detail.
- Strong communication and interpersonal skills; ability to communicate effectively with people inside and outside of the organization, and to manage working relationships diplomatically. Proven experience in managing and implementing communications plans.
- Demonstrated creativity in social media; proven experience in managing social media posts.
- Experience in editing simple videos for social media use, using Adobe Premiere or other editing packages.
- Experience and skills in design software such as Adobe Photoshop and InDesign.
- Experience sourcing and managing content development and publishing.
- Fluency in English, spoken and written. Additional language skills a plus.

Ethical Conduct at International Medical Corps

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps

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policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritize safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps

HOW TO APPLY

Interested candidates who meets the above criteria, should submit their Applications (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.

NB: Application can be Submitted to: SS-Recruiting@internationalmedicalcorps.org

Please note the application received will be reviewed on a rolling basis, and the position might be filled before the closing date.

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

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. ***Please do not submit your CV or application to this website, it will not be considered for review***

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