

# VACANCY ANNOUNCEMENT



**Job Title:** Communications Officer

**Band/Level/Grade:** 8A

**Employment Category:** Anticipated Funding

**Department:** ERD Sector

**Location:** Juba with frequent travels to the field.

## Background.

- The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 11 field offices including in Juba with program portfolio covering health, nutrition, Environmental Health (EH), child protection, Economic Recovery and Development (ERD)/livelihoods, Women's Protection, and Empowerment (WPE), Education, and General Protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

## Job Summary:

- The IRC is anticipating implementing a women empowerment project to support vulnerable women of South Sudan. We seek to hire a communication Officer to support the communications functions of the project and ERD sector by producing communications materials, providing communications project support, support in designing communications packages and promote the work of IRC in South Sudan.

## Major Responsibilities.

- Develop a communications plan for ERD projects.
- Document projects, combining audio and visual tools.
- Produce the annual program report while highlighting key achievements from the project.
- Share program results with the Technical Coordinator and Communications Manager.
- Support in providing visibility and branding guidelines for the communications materials.



- Participate in events organized by the IRC to provide coordination.
- Participate during meetings for project reviews with partners.
- Support in media activities to ensure collaboration with the Media Houses. Implement a communication and media plan.
- Contribute to the creation and publishing of communications materials through digital offline platforms.
- Travel to the field to document project impact stories for the project through conducting interviews, taking photographs and short video clips.
- Devise and implement an annual communications plan and social media strategy to promote online engagements.
- Provide communication and media support to organized special events, workshops, meetings, and conferences.
- Work with partners to advocate for issues identified during the project periods.
- Document case studies and human-interest stories for inclusion into the monthly, quarterly and annual reports.
- Develop and implement new communications tools that will support the IRC online platforms such as Facebook, twitter, and Instagram.
- Write, edit, and oversee the production of ERD publications, including newsletters, factsheets, infographics etc.
- Provide necessary writing/editing support of project technical reports.
- Work with the project team to produce high quality stories and provide communications training to the staff.

### **Preferred skills and qualifications**

- Bachelor's degree in mass communications, Journalism, and communications with four (4) years' experience working in humanitarian communications.
- Public relations, media campaigns, and/or Non-profit Communications Experience in editorial writing for a wider audience.
- Strong awareness and experience of communications and social media platforms.
- Experience in developing comms content and incorporating multimedia skills.
- Excellent writing skills in English for diverse audiences and formats.
- The knowledge of Juba Arabic is desirable.
- Experience in using Adobe Premiere Pro for both graphics and videos.

### **Other desired Skills**

- Excellent oral and written skills and a good command of English.
- Ability to meet deadlines.
- Interpersonal skills
- Creativity and innovation skills.





**Reporting:** The Communications officer will directly report to the Project Manager and with reporting line to the IRC Communications Manager

**Indirect:** ERD Coordinator and Project Managers.

**Compliance:** Ensure that all activities respect the principle of confidentiality and that all incidents reported to IRC are handled with due regard to protection principles.

Ensure adherence to IRC-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.

Incorporate and comply with any new procedures and guidelines designated in circulars from Country Director

Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the supervisor, the Country Director, or through the anonymous reporting mechanism. The reporting of violations is an obligation on the part of all staff members.

Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers.

Ensure compliance of IRC's Child Safeguarding policy in all IRC activities and report any violations observed or reported through the necessary channels immediately.

**Confidentiality:** Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty

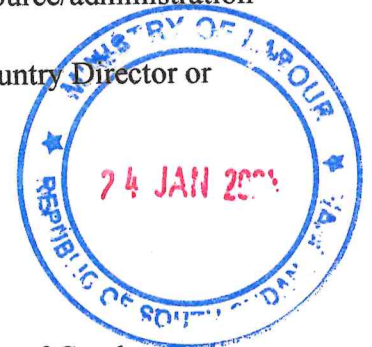
### **Monitoring & Reporting**

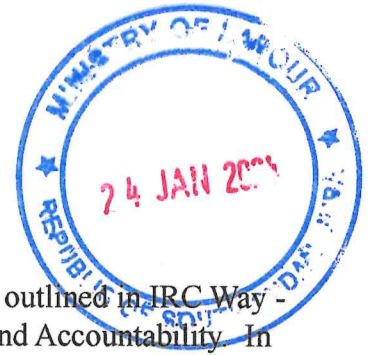
- Prepare and submit report on the accomplishment of work as requested and incorporate manager feedback.
- Complete any other duties as required by supervisor/management.
- IRC's finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars by the Country Director or other members of the IRC senior management team.

Fluency in oral and written English language is required.

### **Policy compliance – Mandatory Reporting Policy (MRP):**

- Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers.
- Play a key role in planning and rolling out training of and adherence to MRP in coordination with the MRP focal team/person within the country program.





### **Standards of Professional Conduct:**

- The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

### **Gender Equality:**

- IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances.

### **Equal Opportunity Employer:**

- IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other.

### **How to apply:**

Interested Candidates should submit a CV with three (3) references with a copy of their National ID through Email to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) Not later than **9<sup>th</sup> February 2024**.

NOTE: this position is for south Sudanese national and Only shortlisted Candidate will be contacted and attach photocopies only while original will be asked at the interview panel.

CLEARLY LABEL YOUR ENVELOP/SUBJECT INDICATING THE POSITION YOU ARE APPLYING FOR.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

