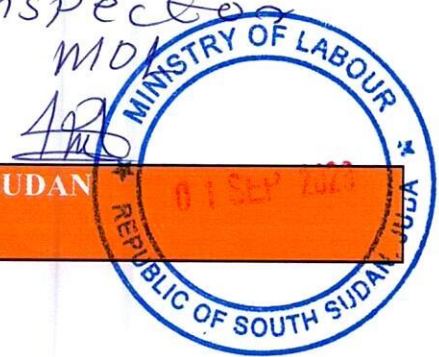


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NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT

Position: Advocacy and Communication Assistant
Reports to: MYRP Secretariat Coordinator
Supervision of: None
Duty station: Juba
Project number: TBD
Duration and type of contract: 12 Months

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

This position is part of the Multi Year Resilience Program (MYRP) Secretariat. The MYRP Secretariat has a functional accountability to the Ministry of General Education and Instruction (MoGEI) and an administrative accountability to NRC and its rules and regulations.

The purpose of the MYRP Communication and Advocacy Assistant position is to implement delegated MYRP project activities.

The following is a brief description of the role.

Generic responsibilities:

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Ensure adherence with NRC policies, tools, handbooks, and guidelines.

Implement delegated function portfolio according to plan of action.

Promote and share ideas for improvement of the function.

2. Support Multi Year Resilience Program (MYRP) Secretariat on Information Management related needs

3. Prepare and develop reports and analysis as required by management.

4. Ensure proper filing of all relevant documents using existing systems.

5. Design and disseminate relevant information to beneficiary, donors and other relevant partners/stakeholders.

6. Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards & principles within NRC and amongst beneficiaries served by NRC.

Specific responsibilities:

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus, and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

1. Gather, organise, and package information that is appropriate to demonstrate MYRP and MoGEI's work to external audiences.
2. Contribute to development of training materials and deliver training sessions to ministry staff at national and state levels on critical priority topics.
3. Organise mentorship and follow-up sessions to increase uptake and absorption of new technology among ministry staff.
4. Timely communication and update of social media sites, documenting proceeding of meetings and updating the mailing lists.
5. Supporting in development and dissemination of communication materials.
6. Supporting on delivery of advocacy related communication materials including campaign activities and advocacy/communication messages.
7. Contribute to developing and administering tools including checklists, follow up plans, inclusivity adherence, and communication pathways necessary for proper functioning of this role.
8. Generate appropriate reports of key activities – including field reports for all field visits, training reports, and monthly consolidated reports.
9. Attend MoGEI activities – including meetings, taking note of proceedings, and providing feedback through written minutes.
10. Facilitate effective liaison between MYRP Secretariat and the different MoGEI Directorates for ease of information exchange.
11. Ensure delivery of satisfactory accountability for all assets and resources entrusted under your care and responsibilities.
12. General admin work: Ensure all administrative documents are filed neatly and can easily be accessible at any given time when needed.
13. Any other duty as assigned by the Secretariat Coordinator

Critical interfaces:

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Strategy and project planning: CC Specialists.
- Area operations: ECW Grantees.
- Staff capacity building: CC Specialists.
- Implementation: CC Specialists/ MYRP Secretariat.

Scale and scope of position:

2. Staff: N/A

Stakeholders: MoGEI, ECW Grantee Agents
Budgets: N/A
Information: GORS, Agresso, Webcruiter, Intranet, social media
Legal or compliance: N/A



3. Competencies:

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- A minimum of 1 years' experience working in communication/IT sector, preferably in humanitarian/recovery programs
- Ability to deliver professional products on short deadlines.
- Experience in working in complex and volatile contexts.
- Highly developed interpersonal and communication skills including influencing, negotiation, coaching and capacity building as well as ability to work with culturally diverse teams.
- Excellent knowledge of new social media
- Excellent copywriting and editing skills, close attention to detail.
- Excellent writing and speaking skills and ability to develop complex arguments.
- Highly developed communication (spoken, written, public speaking and presentation) skills.
- Fluency in written and spoken English is essential.

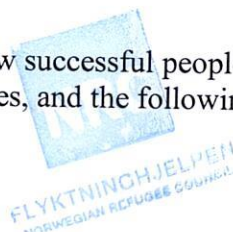
Context related skills; knowledge and experience:

- Degree/ Higher National Diploma in mass communication/journalism
- Experience designing social media campaigns.
- Experience in working with websites (design/management/etc.).
- Strong experience working in a partnership model and establishing and maintaining coordination and communication systems at inter-agency level.
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Willingness and availability to travel, including to remote locations and often at short notice.

4. Behavioral competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are essential for this position:

- Handling insecure environment.
- Planning and delivering results.





- Empowering and building trust.
- Communicating with impact and respect.

Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **Wednesday 21st September 2023** by Hardcopy in an enclosed envelope clearly marked **“Finance Officer”** to NRC Office-Juba South Sudan, Tongping-Opposite US Embassy

Only short-listed candidates will be contacted, by e-mail or by phone.

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY**

