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Approved by
Ministry of Labour
09/08/2023
09 AUG 2023
MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN, JUBA

JOB ADVERTISEMENT: Communication & Advocacy Officer (CAO).

Organization: The Organization for Children Harmony (TOCH) in South Sudan

About the Organization: The Organization for Children Harmony (TOCH) is a South Sudanese National child focus Non-Government Organization (NGO) established in 2008. The organization is legally registered with the Ministry of Justice and with the South Sudan Relief and Rehabilitation Commission (SSRRC) with different offices and a number of interventions running in different Counties of former Warrap state.

TOCH implements a diverse portfolio of programs and projects on both Emergency and Social Development issues that are focused on contributing towards child protection and women empowerment and general livelihoods in their communities. Our current interventions specifically target Vulnerable Children both girls and boys, women, and vulnerable households such as the poor, Internally Displaced Persons (IDPs), and Returnees in our operation areas by providing assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty all our programming is guided by our core values.

Job Title	Communication & Advocacy Officer (CAO)
Reporting to	Executive Director
Location	Juba
Contract Length	(11)-Months with possible extension after Probation period of 3 months.
Closing Date	28th- August, 2023

ROLE PURPOSE:

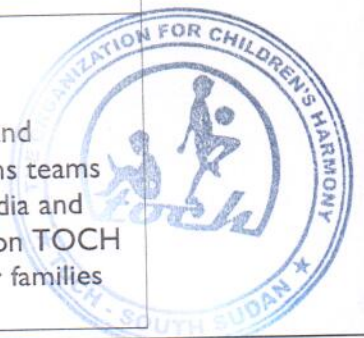
The Communications & Advocacy Officer will take lead in designing and delivering innovative communications, media and campaign strategies that inspire public support and actions, influence policy decisions and drive the agenda for children. The function will also be responsible for maintaining a positive public image of TOCH South Sudan and support other members of the team to achieve brand consistency in line with organizational policy standards and donor requirements. She/he is also responsible for and managing the Country Office's communications and media-related activities. In addition, she/he will be responsible for building the capacity of staff of TOCH South Sudan in head and field offices, communities and local authorities in identifying and undertaking campaign initiatives aimed at changing practices for fulfilment of Children's rights at community and national levels.

The Communication and Campaign Officer will be responsible for managing and updating social media platforms and website, ensuring quality, accuracy of information in line with the organizational policies and procedures.

SCOPE OF ROLE:

Reports to: Executive Director

Dimensions: The Communications & Advocacy Officer position has both an internal and external orientation, but works closely with Head of Programs, MEAL and Operations teams internally in facilitating the planning, implementation and monitoring of advocacy, media and communication initiatives. Externally, the role will be expected to strategically position TOCH South Sudan as a leading provider of life changing interventions for children and their families in South Sudan and in areas where TOCH is operating.



Working contacts:

Internal: Head of Programs, MEAL and various operations team members, thematic leads, consultants, visitors, and communication and campaign teams from head office.

External: Media, Child Rights groups, service providers, local authorities, and partners, international and domestic publics.

KEY AREAS OF ACCOUNTABILITY:

External Communications and Media

Communication

- Develop a communication strategy, guidelines and plan for head office;
- Lead the development and dissemination of relevant real-time humanitarian and development situational reports/materials and disseminate TOCH's South Sudan brand to make it recognised, respected, accepted, and protected at all levels.
- Support project leads and technical specialists to identify and document stories of change and case studies, success stories that communicate the impact of our work and for use in media work and for quality reporting purposes. This includes production of monthly or quarterly newsletters and other institutional communication materials.
- Support the field programme teams in ensuring TOCH South Sudan global brand and donor requirements are fulfilled for visibility and communications materials.
- Work closely with the program teams on graphic design and production of materials for fundraising campaigns and publicity.
- Produce other external targeted products on an ad hoc basis as necessary and requested by the supervisor.
- Train key senior staff on communications and media and support the Executive Director and other senior managers in their roles as TOCH South Sudan designated spokespersons.
- Ensure that all communications materials take sensitivities into account

Media:

- Develop media strategy/guidelines to guide the engagement of TOCH South Sudan with media;
- Develop, and implement a social media strategy that communicates the impact of our work and speaks to the South Sudanese public, including regularly updating the platforms
- Ensure that all media messages and engagements are approved by the Executive director;
- Identify media issues, prepare media messages, assess appropriate media for communicating those messages and facilitate the process of disseminating/communicating those messages.
- Take lead in media relations and as appropriate establish proactive and beneficial relationship with media houses that can help in advancing children's rights at policy and programme levels as well as identify opportunities to TOCH South Sudan work.
- Ensure that any action undertaken to implement communications or media work in country is compliant with TOCH's global communications and branding standards and has been duly approved by TOCH Executive Director.

- Familiarise self with the work of TOCH South Sudan to effectively represent the organisation in media engagements where relevant;
- Draft media briefings, talking points, Q&As, press releases and media statements based on advocacy priorities identified.

National Campaigns:

- Lead and coordinate the delivery of the country office campaign initiatives.
- Support the programme teams in implementing campaign activities taking advantage of key moments to deliver on the country office campaign objectives.
- Work closely with advocacy teams in public mobilization and engagements, creating moments and opportunities for campaigning
- Build and maintain effective, collaborative relationships with TOCH staffs and other campaigns teams ensuring consistent approaches, common messages and effective campaign events.
- Support TOCH South Sudan's engagement in regional and global campaigns through contribution of stories, videos, photos etc. to highlight Country office achievements within such initiatives.
- Build relationships with key institutions, partners and other relevant CSO networks at various levels
- Attend regular coordination, information-sharing and other relevant forums at various levels on behalf of TOCH South Sudan

Internal Communication:

- Compile and develop TOCH South Sudan's country reports, sit reps and newsletters as required.
- Provide assistance to content and layout of creative promotional materials such as leaflets, fact sheets, info graphics, creative audiovisual information, brochures and other communications materials.
- Lead the development of a communications calendar capturing priorities of actions and products for the Country office;
- Management of internal communications content including archiving, uploading on content hub, website and other platforms.

MEAL:

- With support from regional and member communications and campaign staff, develop and put in place systems to monitor and measure the impact of the TOCH Office's communication and campaign initiatives, as well as systematically sharing these achievements in the most appropriate way with TOCH office Senior Management Team.
- Share success stories and learning related to Communication and Campaign initiatives spearheaded by the TOCH country office with regional and global working groups and/or communities of practice.

- Promote children rights, contributing for children wellness and protection during emergencies, guided by the humanitarian principles and the TOCH code of conduct
- Be prepared to support TOCH interventions in response to emergencies and able to be allocated in any province in the country;
- Develop any activity requested by line managers

Child Safeguarding

- Behave towards children in a way which reflects the Code of Conduct and Safeguarding Policy.
- Ensure that programs are designed through a child safeguarding lens to prevent any harm by program activities and/or abuse from staff/representatives (including volunteers).

In case of emergency

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- Be prepared to support TOCH interventions in response to emergencies and able to be allocated in any province in the country;
- Develop any activity requested by line managers

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ESSENTIAL SKILLS AND BEHAVIOURS (our Values in Practice)

- Excellent writing and communication skills
- Proven ability to communicate verbally with a wide range of actors and audiences.
- Fluent in English and Arabic

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling TOCH values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:



- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for TOCH, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

- Degree in relevant field such as Mass/media Communication / International relations / Journalism
- At least three years working experience in communications and documentation

Essential

- Strong understanding of approaches for communicating information to a wide range of audiences including media relations
- Advanced proficiency in graphic design and photography
- Ability to multi task, work under pressure and to meet tight deadlines, responsive to external requests and strong team player.
- Excellent communication skills with excellent command of the English and Arabic languages.
- Ability to review and edit reports and products (in English and Arabic) for dissemination and publications.
- Experience identifying target audiences and devising promotional and campaign strategies to engage, inform and motivate current and potential partners
- Willing and able to travel widely in country to support field teams

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the TOCH Equal Opportunities and Diversity policies and procedures

Child Safeguarding:

Behave towards children in a way which reflects the Code of Conduct and Safeguarding Policy



Health and Safety

The role holder is required to carry out the duties in accordance with TOCH Health and Safety policies and procedures

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates. To recruitment@toch-ss.org or hand deliver at the Reception at TOCH office at Kuajok, Warrap and Tonj field Offices as well as Juba Head office by close of business on 28th- August- 2023.

The position must be clearly indicated in your subject line or on envelope.

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

Disclaimer:

Toch South Sudan does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents