

CATHOLIC RELIEF SERVICES' JOB ADVERTISEMENT

VACANCY NUMBER: COM/J/001

Job Title: Communications Manager

Department: Human Resources

Reports To: Deputy Head of Programming

Country/Location: Juba



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Approved
6/7/2022

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

CRS is seeking a Communications Manager for South Sudan Country Program. The Communications Manager is responsible for developing and executing an effective and comprehensive communications strategy to raise the country program's profile with target audiences, including donors, partners, local media, national and local government, the Catholic Church and others. S(he) will work closely with Senior Management team and Regional and HQ Communications staff and to ensure strategic alignment of communications, consistent messaging and a strong brand identity. The Communications Manager creates content and uses effective communications channels to help position CRS South Sudan for funding and influence.

Roles and Key Responsibilities:

- In coordination with the Regional Communications staff, create and implement a robust communications strategy that supports country program business goals and aligns with regional and agency strategy.
- Work with senior leadership in the CP in support of representation for CRS in South Sudan.
- Write, design, and manage the production of creative and compelling communication and marketing material –stories, photos, video, fact sheets, brochures, etc. - for various audiences, including public and private donors, local and national governments, local Church, partners, media and others as needed.
- Review project reports making sure high-quality reports are submitted.
- Under the supervision of the Regional Communications staff help develop specific messages tailored for each audience and identify and utilize effective distribution channels to disseminate communications materials to key audiences.
- Provide marketing and communications support for events, including signage, handouts, talking points, photos, liaising with media, etc.



- Train and coach relevant country program staff and partners on best practices in communications.

Basic Qualifications

- Minimum Master's Degree in Communications, Journalism, or related studies; experience in INGOs or UN preferred.
- Minimum 3-4 years progressive marketing and communication experience, ideally for an NGO or another organization in development and relief programming.
- Highly proficiency in Microsoft Office applications and desktop publishing skills
- Preferred experience in Adobe Creative Suite, especially InDesign, is strongly desired.
- Video and photo experience is desired
- Ability to develop CRS program stories

Required Languages - List languages required to perform the job
English

Travel - Must be willing and able to travel up to 50%.

Knowledge, Skills and Abilities

- Individual must possess the ability to influence without direct authority.
- Excellent English language oral and written communication skills.
- Ability and desire to work well with diverse employees and customers in a cooperative and friendly manner.
- Must possess ability to handle multiple priorities in a fast-paced environment.
- Demonstrated track record of successfully disseminating information to a variety of target audiences.
- Ability to translate complex messages into intelligible pieces of information
- Ability to work in a multicultural environment
- Ability to communicate ideas in a clear manner

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Key Working Relationships:

Internal: Country Representative, Head of Programs, Chief of Parties, Program Managers, Regional Information Officer, Business Development Specialist, Regional Technical Advisors, Senior Management Team, Marketing and Communications Department (HQ), PIQA (HQ) Communications, Senior Technical Advisors (HQ and regional)





External: Contractors, Vendors, Project Partners, Donors, Private-Sector Partners, Media, Representatives of other INGOs.

Disclaimer: *This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***
- ❖ ***Female candidates are HIGHLY encouraged to apply.***
- ❖ ***Only short-listed candidates will be contacted***

Application Submission:

*Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **July 28, 2022.***

*Address your application letter and CV to Human Resource Department, Catholic Relief Services South Sudan program, Juba office in a sealed envelope marked "**COM/J/001**" OR by Email to **southsudanvacancies@crs.org** (Indicate vacancy No# "**COM/J/002**" in the email subject line)*