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 Approved by
 Inspector of Labour
 04/7/2023
 04 JUL 2023

CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Communications Officer
Department:	PDQ
Location:	Juba
Reports to:	Program Development and Quality Coordinator
Provides supervision to:	As assigned by Supervisor
Starting date:	1st August 2023

Job Summary

This position reports to the Program Development and Quality Coordinator, and works closely with Technical Advisers, the MEAL Department and Program Managers. The Communications Officer plays an essential role to drive our public visibility, engage stakeholders and shine the spotlight on CARE International's work. This position is the focal point for communication production and campaigns as well as media relations, being a strong and consistent voice for the rights of women and girls by establishing the communication portfolio and facilitating communication flows. The Communications Officer will lead effective media development and communications material in line with CARE and donor policies and practices.

Specific Responsibilities:

RI. Communications

- Produce and/or update materials to disseminate information throughout CARE International and externally. Such materials may include alerts, situation reports, program strategies, fact sheets, briefing notes, annual reports etc.
- Undertake field visits as appropriate to collect and produce human interest stories from the field, carry out interviews with staff, partners, and beneficiaries in the field, and remain up to date on the unfolding context and CARE's response.
- Support the communication and dissemination of research outputs from the programs. Provide editing support and identify formats and methodologies appropriate to effective sharing of findings.
- Compile all relevant CARE publications online and offline for future reference.
- Build and maintain local media and information contacts, supporting journalists, researchers and others in awareness raising on CARE's program activities.
- Provide awareness raising and training to CARE staff on CARE communications approaches and principles.
- Contribute updated material for CARE websites and other electronic information sharing forums.



R2. Media engagement

- Work with Program teams to develop a wide range of high quality traditional and new media communications materials for advocacy and resource mobilization purposes.
- Support the preparation of press releases, taking points, updates, photos feature or human-interest stories – primarily for distribution externally (e.g. the media or other agencies, for CI members' communications)
- Produce photos and video clips of CARE's work in the field and with partners and manage consultants to do the same.
- Work with the Country Director to ensure cordial media relations and act as CARE spokesperson as required.
- With approval from CARE USA, establish and maintain update Country Office social media accounts including Facebook, Twitter, and Instagram to showcase the impact of CARE's work in communities.

R3. Learning

- Work with the project manager teams and partners in the preparation and dissemination of high-quality reports and program documentation/learning peer organizations, government agencies, and donors.
- Participate in country program activities, e.g., the preparation of annual implementation plans, mid-term reviews, learning workshops.
- Participate in Close out review meetings and track all lessons learnt from closed Projects and share with Program/Grants team for CO risk register updates.
- Daily monitor news, trends, and events with potential humanitarian consequences and flag form attention to the senior management team
- Monitor external information sources and high-level reports (from other NGOs, UN agencies, humanitarian fora/initiatives, etc.) and synthesize and share main points/outcomes with key staff in the COs, RMU, wider CI, etc.
- Support the CO in acting as a reference/contact point for general information requests related to CARE's program activities.

Qualifications, Experience, and skills

The following may be acquired through a combination of formal or self-education, prior experience, or on-the-job training:

- Degree in Mass Communications, Development studies, Public Relations,
- At least 3 years' experience in communications, information dissemination, international relations and/or media work
- Minimum of 3 years working experience and demonstrated practical skills in communications in humanitarian or development contexts.
- Ability to write content for different tools (web, newsletters, social media, speeches, editorials, etc.)
- General administration, telecommunication skills and proficiency in computer skills required.
- Proven writing skills in English (required)
- Working knowledge of MS Office, online and social media communication tools (Twitter, Facebook, Instagram, etc.)
- Proven experience of communicating information to a wide range of different audiences
- Ability to collect information and undertake research under potentially difficult and constraining conditions.
- Ability to develop and present information and communication products for a range of different audiences.
- Experience of media liaison and media tools e.g., photography, video etc
- Willingness to work and travel in difficult circumstances and adhere to agreed security procedures.



Core Competencies

Communication skills

- Expresses ideas in writing in a clear, concise, and organized manner for a variety of audiences
- Presents prepared information in a clear and organized manner.

Creativity

- Works towards creative solutions by analyzing problems carefully and logically.
- Seeks and welcomes new information and ways of performing duties.
- Develops new ideas or options and assesses their practicality.
- Questions current approaches and explore new, more viable ways to accomplish objectives.

Knowledge Management and Learning

- Promotes knowledge sharing and learning culture in the Office.
- Ability to create and communicate information systems.
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills.

Well planned and organized.

- Ability to work within a fluid working environment.
- Capacity for initiative and decision making.
- Competent analytical and problem-solving skills
- Ability to prioritize tasks.
- Ability to meet strict deadlines.

Required Soft skills.

- Critical thinking
- Analytical reasoning
- Intuitive thinking
- Interpersonal communication
- Adaptability



HOW TO APPLY

The position will be based in **Juba**. This position is **ONLY** open to South Sudanese Nationals. Opening Date **4th July 2023** and Closing date of receiving applications will be **21st July 2023**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street opposite to UNICEF.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

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Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

