

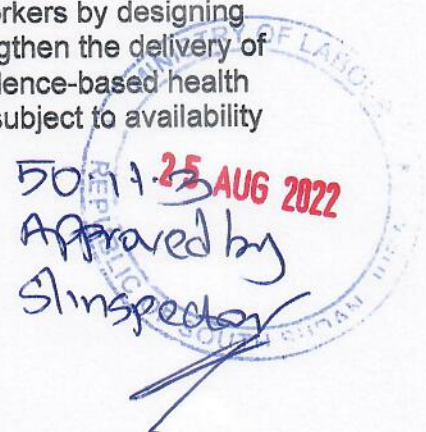
Jhpiego South Sudan  
Goshen House, Office Complex Kololo  
Ministries –Airport Road  
Juba



### VACANCY ANNOUNCEMENT

Jhpiego is an International, non-profit organization affiliated with Johns Hopkins University. For over 50 years, Jhpiego has empowered health workers by designing and implementing effective, low cost, hands on solutions to strengthen the delivery of health care services for women and their families. By putting evidence-based health innovations into everyday practice. Employment with Jhpiego is subject to availability of funds from donors.

**Position:** Programs and Communications Assistant  
**Reporting to:** Country Program Manager  
**Location:** Juba, Jhpiego South Sudan Office  
**Start date:** October 1<sup>st</sup> 2022



#### Job Summary:

The Programs and Communications Assistant will work closely with Activity Managers and Jhpiego's regional communications focal person to develop a communications strategy for ACHIEVE South Sudan. S/He will lead the development and distribution of content to promote the ACHIEVE project brand, activities, and impact. The incumbent will be responsible for enhancing ACHIEVE project's visibility with its donor, beneficiaries, partners and the public by generating project success stories and other visibility documents. This includes providing consultative review to and editing of internal ACHIEVE communications to ensure accuracy and clarity of message and tone. This position will play an important role in telling ACHIEVE project stories.

#### Key Responsibilities:

1. Implement ACHIEVE project's communication strategy by coordinating overall communications portfolio, which include building relationships with local media and creating content for ACHIEVE communication platforms.
2. Responsible for the implementation of visibility and communication plans for ACHIEVE and its donor; producing communications, advocacy and media products, translating programmatic evidence-based materials and hard data into compelling and impactful story / narrative for the project, donor and ACHIEVE visibility.
3. Review and implementation of the ACHIEVE's communication strategy, communications plan, and communication policy.
4. Develop a content style guide for ACHIEVE project's documents.
5. Develop, copy edit and proofread draft project documents, such as success stories, weekly bullets, technical briefs, reports; and ad-hoc communications document requests for conferences and meetings such as abstracts, posters and PowerPoint presentations.
6. Increase the visibility of the project by leading the development and packaging all ACHIEVE project publications, promotional and visibility materials, including brochures, posters, fliers, fact sheets, pitch materials, and body IEC in



- compliance with ACHIEVE and USAID branding and marking guidelines.
7. Coordinate with Jhpiego's communications backstops to lead the development and updating of a standard information package on ACHIEVE project for distribution to the public and the media.
8. Promote regular public dialogue on identified orphans and vulnerable children themes in media, electronic platforms including e-learning/e-discussion, factsheets, and policy briefs.
9. Conduct media monitoring and analysis on the coverage of core program themes to gauge public messaging, media management and media scanning.
10. Coordinate the documentation of good practices, lessons learned, policy briefs, quarterly bulletins, ACHIEVE annual reports and success stories, to create a knowledge repository for ACHIEVE and its programs.
11. Build capacity of ACHIEVE project staff on communications policy, and other communication issues.
12. Support the development of online platforms for the collection and exchange of information and knowledge resources.
13. Promote the use of electronic and social media platforms for knowledge generation, collaboration, management, and information sharing.
14. Assist technical staff with public outreach/awareness campaigns and exhibitions.
15. Participate in national-level HIV and related communication technical working groups as established by MOHCC and other relevant stakeholders.
16. Act as point of contact on ACHIEVE program communications for counterparts, partners and the media.

**Knowledge & Skills:**

1. Knowledge and experience in communications related to international public health and/or development.
2. Well versed in health and GBV programming for orphans and vulnerable children (OVC) and adolescent girls and young women (AGYW).
3. Articulate, professional and able to communicate in a clear, positive manner with donors and staff.
4. Outstanding information gathering skills and good analytical skills.
5. Highly responsive to internal and external communications requests.
6. Skilled in presenting information to different audiences, including media.
7. Proven writing skills, editing, design, videography, or photography skills a must.
8. Demonstrated skill in program communication, development of information and communication material.
9. Excellent interpersonal and communication skills with the ability to multitask and adapt in a fast-paced environment.
10. Oral fact-finding, presentation, and communication skills
11. Ability to produce analytical and well-presented reports and publications.
12. Computer skills (MS Office applications, databases, online collaboration platforms, email, and internet). Video and audio editing skills is preferred

**Note:** This position is open to South Sudanese nationals only and female applicants are encouraged to apply.



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**Required Qualifications:**

1. Must have a bachelor's degree in Media and Communications, Knowledge Management, Journalism, Public Relations or a closely related discipline.
2. A minimum of 2 years of experience in advocacy and policy change work in a similar environment as media or communication officer.
3. At least three or more years of writing, editing, and publications experience is required.
4. Experience in networking, media, and public policy formulation.
5. Have a broad experience of HIV prevention, care, and treatment programming.
6. Experience working in public health/ development programs funded by US government or other international donors will have an added advantage.
7. Experience in working and managing relations with multiple projects and stakeholders.
8. Demonstrated success in multicultural environments is required.
9. Strong understanding of the development context in South Sudan, and communication needs of donors such as USAID.

**How to apply:**

Interested candidates who meet the above criteria should submit their application, updated CV, and copies of academic certificates with at least a list of three referees, active telephone contacts and emails addresses.

Applications can be submitted through e-mail and address to:

[SS-HRApplications@jhpiego.org](mailto:SS-HRApplications@jhpiego.org) and with cc to: [Noel.Batali@jhpiego.org](mailto:Noel.Batali@jhpiego.org) and [Peter.Mawora@jhpiego.org](mailto:Peter.Mawora@jhpiego.org)

OR

Applications can be hand delivered and to be submitted at the reception and addressed to:

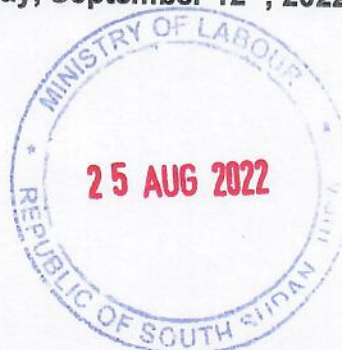
**Program & Administration Officer,**

**Jhpiego, South Sudan-Juba,**

**Goshen House Complex Kololo Ministry-Airport Road.**

Applicant should clearly indicate the position s/he is applying for on the subject line.

**Deadline for submission is on Thursday, September 12<sup>th</sup>, 2022 at 5:00 PM (CAT)**



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No application(s) will be submitted beyond the deadline or it will not be considered and please note that only shortlisted candidates will be contacted and please submit copies as the documents submitted are non-returnable.

  
24 AUG 2022 24/8/2022  
Peter Mawora  
Country Program Manager/MER Director

