**MEDIA AND COMMUNICATIONS OFFICER JOB POSTING**

# Background Information

Founded in 2011, Foundation for Youth Initiatives (FYI) complements the role of development agencies, donors, and funding organizations in South Sudan by providing technical assistance in design, planning and implementation of various development initiatives, including financial and programmatic management of these projects, in a manner that facilitates the growth, development and strengthening as well as ensuring the accountability and sustainability of the projects.

FYI brings deep experience in strong institutional capacity, ability to support projects in an efficient and cost-effective manner and working with international development organizations in providing business support and enterprise management, agricultural commodity market access services, renewable/off-grid energy solutions, youth-led enterprise support, grants management, and employability program. In bridging this gap, FYI maintains the ideals of participatory and bottom-top development, ensuring that benefitting communities are actively involved throughout the process.

At FYI we have an excellent track knowledge of developmental issues, and we are equipped with experience in the design, planning, implementation, monitoring and evaluation of projects. Our understanding of best practices, strong institutional capacity, ability to support projects in an efficient and cost-effective manner, and our experience from working with international development organizations are a cutting edge that can hardly be found anywhere else in South Sudan.

It is against this backdrop that FYI is seeking to recruit a seasonal career media and communications officer to be responsible for overseeing the communications efforts of the Foundation including management of public relations, profiling success stories of our grantees, managing Foundation’s media platform, communicating with media personnel to address Foundation’s news, and implementing communication policies and procedures to uphold the organization’s brand image. A communications officer job description involves the tasks of researching, writing, editing and publishing information about a company or organization. The information can be used for internal publications for employees, management and volunteers or for publications that are distributed to the general public.

**Job Requirements**

1. Diploma or bachelor’s degree in Communications, Business, Marketing and Journalism.
2. Experience working in a communications office or for a media outlet in print and radio. South Sudanese national;
3. Diploma or bachelor's degree in Communications, Business, Marketing and Journalism.
4. Experience working in a communications office or for a media outlet in print and radio
5. Knowledge of desktop publishing software (InDesign/Photoshop).
6. Excellent verbal, written, and interpersonal skills.
7. Good time management and organizational skills.
8. Proficient in Microsoft Office, content management systems, and social media platforms.

**Minimum Responsibilities**

1. Maintain database and minutes of the Foundation.
2. Manage the Foundation’s social media communications including website.
3. Create and produce internal newsletters for the Foundation.
4. Write, edit and distribute various types of news contents.
5. Excellent written and verbal communication skills.
6. Ability to take the initiative to liaise with other programs and/or external sources.
7. Ability to work with deadlines.
8. Maximizes opportunities for the Foundation to be featured in various media platforms.
9. Optimizes Foundation’s website content for internet search engines.
10. Manage the Foundation's social media communications including website.
11. Create and produce internal newsletters for the Foundation.
12. Write, edit and distribute various types of news contents.
13. Excellent written and verbal communication skills.
14. Ability to take the initiative to liaise with other programs and/or external sources.
15. Ability to work with deadlines.
16. Maximizes opportunities for the Foundation to be featured in various media platforms.
17. Optimizes Foundation's website content for internet search engines.
18. Collaborate with management to develop and implement an effective communications strategy based on our target audience.
19. Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.
20. Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.
21. Establish and maintain effective relationships with journalists, and maintain a media database.
22. Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required.
23. Maintain records of media coverage and collate analytics and metrics.
24. Proficiency in design and publishing software programs and editing software programs
25. Manage conflict as it arises and escalate to management.

**How to apply**

Send your CV and copies of school document to: **info@fyisouthsudan.org** **Deadline: December 5th 2021.**

**Creative Youth and Women strongly encouraged to apply.**