



Summary of Key responsibilities:

1. Program Communications for advocacy and awareness

The Communications Officer will work closely with the UNH Program section to ensure that relevant program materials such as Human-Interest Stories, donor reports, proposals, factsheets, infographs etc. are developed and disseminated to donors and target groups through relevant media and network channels. The Communications Officer will assist UNH program team in the proposal development stage to identify appropriate communication activities for the projects.

2. Media Relations

Develop and maintain contact information, materials and relationships with journalists and media outlets (print, TV, radio, web etc.) to increase coverage of UNH activities in the media (print, broadcast and digital). Specific activities may include:

- Draft and edit articles, press releases, human interest stories and other advocacy/information materials.
- Collaborate with the media by organizing project site visits, facilitate photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
- Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage, clippings etc.

3. Digital Communications/Social media

Maintain UNH country website and social media sites (Facebook, Twitter and YouTube) such as daily monitoring, posting and content development.

4. UNH Brand and Communications

Ensure timely and quality production of advocacy and branding materials such as periodicals, annual and donor reports, supplements, calendars, briefing notes, Human Interest Stories, picture stories, videos, etc. The Communications Officer will develop and archive communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc.

5. Donor Relations

Develop and maintain an updated list of UNH donors and special interest groups. Assist in developing donor visit schedules/brochures, cards etc. Support preparation of background materials, briefs and information kits for visiting donors and high-profile guests/visitors. The task includes travel planning, logistics and administrative arrangements.

6. Events/campaigns

Assist in organizing and generating public support for special events and campaigns to promote strategic project goals. Support organization of workshops, seminars, campaigns, events and project review meetings including agendas and meeting minutes.

7. Monitoring and evaluation

Monitor and evaluate impact of communication materials and advocacy events/campaigns to target audiences.

8. Working relationships

The Communications Officer will have to work closely with all UNH program team on a daily basis. S/he will maintain close interaction with communications and program staff of the UNH network, and with entities associated with communications and humanitarian and developmental work within and outside the government, including the local media and humanitarian partners.

9. Values and Ethics

The candidate should have high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours. S/he should also demonstrate and be exemplary in portraying UNH values and ethics. S/he should be a good team player

Qualifications

Education:

- Bachelor's Degree in communications, journalism, public relations or a related field from a recognised University.

Experience:

- At least three years of similar work experience is required.
- Candidate should be able to work independently – with minimum supervision and guidance from supervisors.
- Demonstrated and extensive social media experience is an added advantage.

Skills:

- Excellent written and oral English communication skills and proficiency in Juba Arabic are required. Knowledge of other languages/dialects is an asset.





South Sudan

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- He/she should have advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher).
- Candidates with basic design and layout skills and adept in using Adobe Photoshop and PageMaker are an added advantage.
- Demonstrated and extensive social media experience is an added advantage.
- Sensitively and understanding of the local context and culture.

Job application procedure

Candidates that know that they meet the above criteria and have what it takes to excel in the above position should send their applications (cover letter, 4 page CV, ID and your one highest academic and professional certification document as only an attachment with 3 professional referees) to jobsatunh@gmail.com indicating the title as "Communication Officer – UNH/JB/2024/CO" in the subject line, or hand delivery to UNH office along Munuki Mia Saba Road.

Due to the urgency to fill the position, CVs will be reviewed on a rolling basis. Deadline: 03.00 pm – March 21, 2024.

Only shortlisted applicants will be contacted. Female candidates are encouraged to apply.

Key Notes:

1. UNH is an equal opportunity employer and does not charge a recruitment fee or any other fees at all stages of the recruitment
2. Any form of canvassing will lead to automatic disqualification
3. Females & People living with Disability who suit the JDs are encouraged to apply
4. Address your application to; The Human Resource of United Networks for Health South Sudan.

