

Job Description Communications Officer

Job Title: Communications Officer
Start date: Based on donor approvals
Reporting to: Program Manager
Contract Duration: 12 months with probation period of 3 months
Application Date: 21/5/2025
Application Deadline: 10 June 2025



Background

IsraAID is an Israel-based international non-governmental organization that was founded in 2001 and has since its inception worked in emergency and long-term development settings in over 65 countries. IsraAID's mission is to support people affected by humanitarian crises by partnering with local communities around the world to provide urgent aid, assist recovery, and reduce the risk of future disasters.

JOB SUMMARY

The Communications Officer is responsible for documentation and content gathering in various formats including case studies and impact stories. The Communications Officer will oversee the production of high-quality photos and videos from South Sudan and ensure social media engagement across IsraAID South Sudan's digital platforms as guided by IsraAID HQ and in particular the DevComms department. The Communications Officer will support IsraAID South Sudan's mission leadership and IsraAID HQ with local media outreach.

The Communications Officer will support the programs team in internal and external collection and processing of materials for visibility, fundraising and communication. Often the officer will be required to document case studies, develop and update brochures and support media field visits.

Reports to: Program Manager

RESPONSIBILITIES

1. Program Implementation and Operations

- Oversee visual documentation of IsraAID's projects in South Sudan with photos, videos and writings, as guided by IsraAID's SSD Program Manager and IsraAID HQ's communications team.
- Write and edit all types of content, including social media posts, blogs, reports, and more, in accordance with IsraAID's communications strategy and ethical communications policies.
- Manage IsraAID South Sudan's social media pages, if relevant and as guided by IsraAID's SSD Program Manager and IsraAID HQ's communications team.
- Collect stories from the field, for use in IsraAID's communications and fundraising efforts and to support IsraAID's existing partnerships.

- Work to raise awareness of IsraAID's work in South Sudan including through media outreach, social media campaigning, and more, as guided by IsraAID's SSD Program Manager.
- Ensure all content adheres to IsraAID's branding guidelines, reflects the nuance of our work, and is consistent in style, quality, and tone of voice.
- Support IsraAID South Sudan's communications output in the field, including awareness-raising through radio, flyers, posters, events, and more, as guided by IsraAID's SSD Program Manager.
- Support the development and training of staff on relevant tools
- Maintain a content database and oversee content collection from the field.
- Build a communications strategy for the Country Office in collaboration with the Program Manager, other staff and HQ.

2. Strategy and Planning

- Ensure effective implementation of annual communications plans
- Identify and collect best practices

3. Administrative and financial management:

- Assist the Project Managers to ensure all communications-related budgeting, administrative and procurement requirements are met in a timely and effective fashion

4. Coordination and Representation

- Develop and maintain effective working relationships with relevant stakeholders, including partner agencies, community leaders and service providers, where appropriate and relevant
- Oversee the collection and documentation of stories, case studies, and best practices from the project for the purpose of visibility, raising the profile of IsraAID and for communications, reporting and fundraising. Serve as a focal point in the field for IsraAID HQ's communications team
- Ensure the organization's neutrality, in line with humanitarian principles, avoiding political statements and maintaining political and cultural sensitivity

5. Compliance & Ethics

- Promote and encourage a culture of compliance and ethics
- As applicable to the position, maintains a clear understanding of donor compliance and ethics standards and adheres to those standards. Conduct work with the highest level of integrity. Communicate these values to staff and to partners and require them to adhere to these values
- Understanding of and commitment to the principles of non-discrimination, local ownership, sustainability, inclusiveness, local partnership, do-no-harm, and apolitical approach; codes of conduct against sexual exploitation and abuse; and against child exploitation and modern slavery;
- Commitment to abide by IsraAID's and UN's codes of conducts and principles
- Commitment to humanitarian principles

Qualifications and Experience:

- Bachelor's degree in communications or a related field.





- At least three years of experience in communications or related areas at an INGO, with a strong understanding of communications approaches.
- Demonstrated ability to maintain confidentiality and handle sensitive information with discretion.
- Experience in coordinating with multidisciplinary teams and external partners.

Skills and Competencies:

- Excellent interpersonal and communications skills, with the ability to build trust and rapport with stakeholders.
- Strong organizational skills and the ability to manage communications effectively.
- Cultural sensitivity and understanding of the local context regarding communications.
- **To apply for this position, please send your CV (Max 2 Pages) to <https://israaid.bamboohr.com/careers/270> or submit your CV and cover letter to IsraAID office in Afex River Camp | Stadium Road Off, Cemetery Road, Juba**
- **Please note that CVs longer than 2 pages will not be considered.**
- ***We regret to report that only candidates eligible for an interview will be notified.***
- ***Note: Please note that the application deadline is on the 10 June 2025***
- **This position is open to ONLY Qualified South Sudanese Nationals. Female applicants are encouraged to apply.**

ETHICAL STANDARDS

IsraAID has zero tolerance towards any acts of misconduct and Sexual Exploitation and Abuse (SEA). The recruitment process will include all candidates' declarations and reference checks focused on misconduct and SEA.

EQUAL OPPORTUNITIES

IsraAID is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

