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Approved
Labour HQRS
15/9/21



Position: Communications and Digital Engagement Officer

Supervisor: Network Program and M&E Manager

Location: Juba

Application date: September 15-Oct 2, 2021

Background:

CEN is a participatory South Sudanese initiative that promotes social cohesion and transformation in diverse communities through locally driven innovative multimedia programs. CEN aims at:

- i. Dissemination of South Sudanese culture through traditional and contemporary media programming and content
- ii. To support the development of media and its actors as a catalyst for free cultural expression, empowerment, and social inclusion.
- iii. To support the documentation and archiving of South Sudanese culture through multimedia arts
- iv. To promote intercultural dialogue and inter-community relations between diverse Souths
- v. Sudanese communities.
- vi. Increase community participation and involvement in determining information priorities
- vii. Bridging communication gaps between communities and relevant stakeholders

CEN's vision is a socially transformed and cohesive society. The network's overall objective is to harness South Sudanese culture through media and arts as a tool for community engagement through strategic partnerships with networks of media and arts actors to engage 1 million people in six locations across the three greater regions of South Sudan by 2024.

Summary:

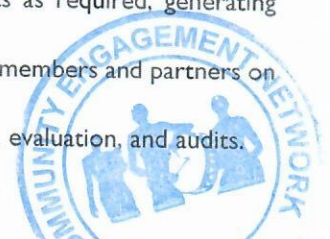
The **Communications and Digital Media Engagement Officer** is fully responsible to ensure that all information and data from the projects and field operations is captured, organized, documented, analyzed, and reported in a results-based and timely manner for donors and internal purposes for CEN. S/he is responsible for developing communication material on CEN activities for internal and external audiences through various means of engagement & outputs.

Roles and Responsibilities:

- i. Develop CEN's communication strategy & implementation plan with clear progress monitoring plans in
- ii. consultation with the Network Managing Director & Program & M&E Manager.
- iii. Ensure effective information & data gathering across all Network members and partners, organization & management & creation of interesting and engaging communication on internal and external circulation.
- iv. Create, develop, manage & report on diverse internal and external communication outputs such as but not limited to different reports formats, social media & digital content, briefs, proposals etc.
- v. Develop, implement, and monitor a communication and visibility plan to facilitate better understanding of CEN as a national organization and of its programming progress among partners, donors, government & civil society members.
- vi. Work with CEN's Program & M&E Manager & cluster coordination forums on advocacy & programmatic communication needs & outputs.
- vii. with CE N's Partnerships Officer to manage communication needs & outputs of all advocacy events for CEN and its partners.
- viii. Manage media relations with local and international media outlets.
- ix. Manage CE N's external public relations with relevant stakeholders, actors and partners in South Sudan, the region and globally through effective communication of the organization's progress.

Reporting:

- i. Under supervision of the Program & M&E Manager, assist in the production of high-quality program progress reports as per donors' requirement.
- ii. Provide high quality editing and formatting for all program related documents, including language, formatting, and design.
- iii. Support program staff in organizing and managing workshops, media related events and field visits as required, generating communication needs as per the strategy.
- iv. Provide relevant expert services to the project management unit, program components and network members and partners on reporting and communications and act as a facilitator or trainer.
- v. Provide through progress reporting continuous analysis of the achievements, facilitate project review, evaluation, and audits.





- vi. Develop donors reporting date and requirements template for internal and external use

Digital Media Engagement:

- i. Administer and moderate the Community Engagement Network Facebook page, in accordance with high professional standards and social media and governance policy.
- ii. Create content for the Community Engagement Network Facebook page that supports radio partners' needs and highlights successes, in accordance with the standards noted above, in coordination with CEN SMT and under the approval of the Project and Monitoring and Evaluation Manager.
- iii. Create proposals for relevant new social media and digital channels to promote the work of IN-SS Community Engagement Network Facebook page and its radio partners.
- iv. Work with members of the IN-SS Senior Management Team (SMT) on concept proposal and approval, and lead implementation, as relevant.
- v. Create social media campaigns for the organization, including drafting posts and graphics, maintaining live-blogs, and taking photos.
- vi. Ensure that all digital engagement material is stored in the relevant shared folders, and that all material is filed away in a systematic manner.
- vii. Liaise with team members, partners, community members, and journalists across South Sudan to get relevant and appealing content for online networks, including success stories.
- viii. Prepare analytical reports and updates for the SMT and donor reports/updates on the functioning of digital platforms and social media channels.
- ix. Perform any official other duty assigned my supervisor

ESSENTIAL SKILLS AND EXPERIENCE:

- Tertiary qualifications in marketing, communications, public relations, or a related field.
- Minimum of two to three years working experience in a similar role, ideally within the media sector.
- Experience with website and social media management.
- Advanced Microsoft Office skills in Word, Excel, PowerPoint, and Outlook.
- Exceptional written/verbal communication skills.
- Excellent attention to detail.
- Ability to work autonomously and meet deadlines.
- Strong relationship building skills.
- Team spirited person, quick learner with flexibility to work extra hours to accomplish tasks

How to Apply:

1. Email your application to info@cen-ss.org or hand deliver it to the CEN office:
 - a. CEN's office is located at Concord House, Hai Malakal, Off Konyokonyo Road.
 - b. Hand delivered applications should be in a sealed envelope with the position clearly written and addressed to Human Resource Department CEN South Sudan.
2. Include an attachment of your Cover letter and CV
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4. Remember to include a telephone number and email so we can contact you
5. Only short-listed candidates can be contacted for interview
6. Do not submit original documentation. CEN will not be held responsible for any documentation. CEN does not return applications once submitted

Closing date is **October 2, 2021**, 5:00pm CAT. No applications will be received after this.

This position is open to South Sudanese nationals only. Qualified female candidates are encouraged to apply.

