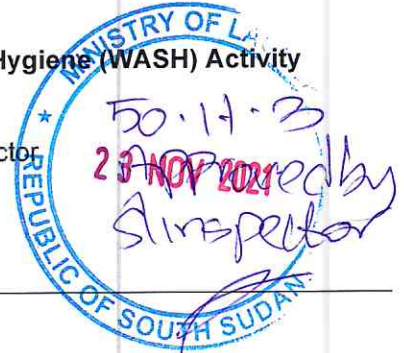


**USAID Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity  
SCOPE OF WORK**

**TITLE:** Communications Manager/ Director  
**DURATION OF CONTRACT:** LTTA  
**LOCATION:** Juba, South Sudan  
**SUPERVISOR:** Chief of Party



**Project Background:**

The purpose of the Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Gender, Aware, Sustainable WASH Activity intends to implement WASH improvements across the following 13 counties in South Sudan – Mayendit, Leer, Panyijar, Jur River, Wau, Kapoeta North, Budi, Baliet, Ulang, Akobo, Uror, Duk, and Pibor.

**Position Summary:**

The Communications Manager/ Director is responsible for overseeing the timely submission and drafting of different communications and reporting requirements, such as weekly reports, performance reports, success stories, training reports, and social media messaging. The Communications Manager/ Director will organize and compile information from the different contributors, catalogue project photos from regional offices, cover any external requests for interview, and support all other external communications as requested. The Communications Manager/ Director monitors multiple media outlets to keep the program apprised of relevant political and environmental updates. The Communications Manager/ Director is expected to coordinate closely with the project senior management and program teams to ensure high-quality reporting on program objectives and political relevance. The position is expected to travel to the field to gather information as well as to build the reporting skills of technical staff in the regional offices.

This position may be hired at a Manager or Director level, with applicant's CVs assessed based on the qualifications listed below.

**Duties and Responsibilities:**

- Review Gender Aware, Sustainable WASH Branding Implementation and Marking Plans (BIMP), and ensure compliance of all Activity communications with BIMP regulations
- Ensure proper and timely communications with USAID on public Activity events, especially those involving USAID participation, and in compliance with established Communications Protocols
- Collect input from the programs and operations teams to draft Activity performance reports, including quarterly, annual, and other periodic and donor requested reports
- Travel to field locations in support of capturing Activity success stories and providing trainings for program staff on ideal success story and media product information capture
- Identify topics for and draft success stories
- Draft annual workplans with assistance from the COP, DCOP, Technical Advisors, and MEL Manager/ Director as necessary
- Ensure all communications products and contractual deliverables maintain a level of quality consistent with USAID expectations
- Monitor daily online media and newspapers for news relevant to the program or coverage of program activities, scanning, cataloguing, and saving relevant articles
- Provide training and ongoing guidance to staff for drafting program reports and success stories
- Finalize reports produced by STTAs consultants and program staff as needed



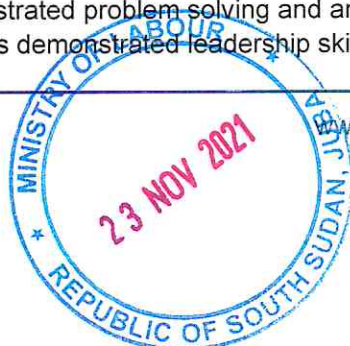
- Conduct outreach and program promotional tasks, including documentation and video/photo of program events as assigned
- Develop a standard MS PowerPoint presentation template, and others, to standardize the presentation of program communications materials for both program team and STTA use
- Where possible, coordinate capture and recording of Activity-related media (e.g. photo, video, social media posts, etc.), including compliance with local norms, and USAID and DT Global South Sudan media approvals
- Develop media collection and storage procedures for ease of access
- Ensure compliance with media data protection and that best practice is followed with regards to use and maintenance of data stored
- Develop and maintain a program timeline that captures key events, program highlights, and administrative milestones
- Other tasks as assigned by supervisor

**Education and Certifications:**

- Bachelor's degree in communications, English, reporting, international development or a related field of study required (Manager and Director), and Master's degree desired (Director). A combination of a post-secondary Diploma in a relevant field required and additional relevant professional experience may be considered.
- Background in graphic design a plus

**Key Position Competencies and Experience:**

- A minimum of five (5) years of progressively responsible experience (Manager) or ten (10) years of progressively responsible experience (Director) in communications, English, or a similar field
- A minimum of two (2) years of experience (Manager) or five (5) years of experience (Director), managing a department of three or more people
- Five (5) years of previous experience (Manager) or six (6) years of experience (Director) working on USAID and other donor-funded projects or in international development
- Prior experience working on USAID and other donor funded projects with recent experience in WASH, gender, and stabilization
- Have a basic understanding of South Sudan's local and national context, and an understanding of conflict issues at the state, county, payam, and boma levels
- Excellent time and people management, verbal and written communication, and organization skills are essential
- Extremely accurate attention to detail and exceptional standards of written English
- Experience in database management preferred
- Experience in managing and contributing to social media platforms, external communications, and public relations related issues preferred
- Experience training and mentoring staff
- Demonstrated copywriting, copy-editing, and proof-reading skills
- Experience developing relationships both internally and externally
- Demonstrable knowledge and experience of delivering a broad range of communications tools, specifically content and design for websites, developing case studies, brand identity, social media, briefings, press releases
- Excellent skills in Microsoft Office and online management systems
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Demonstrated problem solving and analytical skills and good judgement
- Possess demonstrated leadership skills, humility, and self-awareness



- Ability to communicate clearly and concisely, both written and verbally in English and spoken Arabic required, and other local languages preferred
- Position open to South Sudan nationals only

**DT Global Core Competencies:**

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally  
Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

**Application Process:**

To apply, please send your CV and Letter of Motivation **as one single document** to [gaswash.recruiting@dt-global.com](mailto:gaswash.recruiting@dt-global.com). Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, December 13, 2021, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

