

VACANCY ANNOUNCEMENT (INTERNAL/ EXTERNAL)

The UNESCO Country Office for South Sudan in Juba is currently seeking a qualified candidate for the following post:

Job Title	Communications Assistant
Duty Station	Juba
Section	Communications
Contract Type/ Level	Service Contract – SC04
Post Duration	10 months (March to December 2026)
Closing Date	31 January 2026
Application Details	<p>This vacancy is open to qualified South Sudanese nationals only. Interested applicants should submit their application letter and updated resume by email to juba.hr@unesco.org</p> <p>Please clearly type the job title in the subject. Only short-listed candidates will be contacted for further assessment.</p> <p>Applications from qualified women candidates are encouraged.</p>

FUNCTIONS OVERVIEW

I. Basic Purpose:

Under the overall authority of the Head of Office and the direct supervision of the Associate Communications and Coordination Officer, the Communications Assistant will support the implementation of UNESCO Juba’s communications and knowledge management activities. This role will contribute to content production, digital communications, visibility, media engagement and internal coordination, in line with UNESCO guidelines and UNESCO Juba’s Knowledge Management and Communications Strategy 2026.

II. Duties and Responsibilities:

The Communications Assistant will support the UNESCO Juba Office by:

- Assisting with the preparation, editing and publication of content for social media, the website and other communications channels as relevant, and in line with UNESCO’s communications guidelines
- Supporting photo and video documentation and archiving of events, meetings and field activities
- Drafting news items, captions and updates based on input from programme colleagues
- Supporting media engagement activities, including developing press lists, press materials and supporting event logistics
- Assisting with the production and distribution of visibility materials in line with UNESCO branding requirements
- Supporting the organization and upkeep of digital files on Teams and SharePoint
- Assisting with data collection and reporting on communications metrics

- Supporting internal communications and knowledge-sharing activities as required
- Performing other related duties as assigned by the supervisor

REQUIRED QUALIFICATIONS

Education & Certifications:

- Completed secondary education
- Training or third level studies in communications, journalism, media, international relations or a related field is an asset

Work Experience:

- At least 1–2 years of relevant experience in communications, media or a related area
- Experience supporting social media, content creation or digital communications is an asset
- Experience working with UN agencies, international organizations, NGOs is desirable

Languages:

- Excellent knowledge of English and Arabic (written and spoken) required.

Assessment:

Evaluation of qualified candidates may include a written test followed by competency-based interview.

PLEASE NOTE THAT UNESCO IS A NON-SMOKING ORGANIZATION.