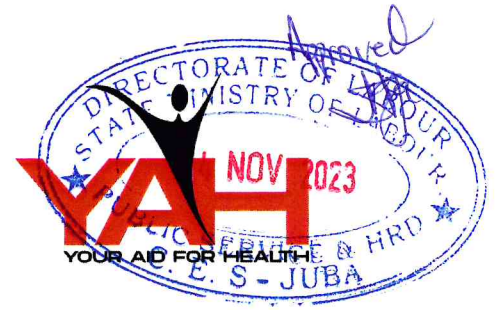


EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. CO2023/15/11/0001



Who we are

YOUR AID FOR HEALTH (YAH) is a NNGO that strives to aid locally sustainable, improved quality solutions to communities targeting women, children, the vulnerable and Refugees and IDPs. We aid communities to save lives, alleviate suffering and maintain human dignity during and in the aftermath of man-made crises and natural disasters, as well as to prevent and strengthen preparedness for the occurrence of such situations. This also includes improving community lives through improved health system where everyone feels better. Founded in 2015 and Registered with RRC in May 2023, with Headquarters in Maridi County WES , we operate in entire South Sudan with major Coordination office in Juba. From the beginning, we've always aided, and always will aid healthier communities.

Organization Background

A pioneer multi-sectoral National Non-Governmental Organization in South Sudan, YAH began its work in Maridi County in Western Equatoria and has virally expanded its coordination territories into most of the states in South Sudan. We aid communities to save lives, alleviate suffering and maintain human dignity during and in the aftermath of man-made crises and natural disasters, as well as to prevent and strengthen preparedness for the occurrence of such situations. Our goal is to improve community lives through improved aids where everyone feels better

Vacancy Details

Position Title	Communications Officer
Reports to	Communications Manager
Duty Location	Juba – South Sudan
Contract Type	Regular
Employment Start Date	As Soon As Possible
Salary	According to YAH's Salary Policy
Vacancy Validity	22 th November 2023 to 6 th December 2023



Overall, Purpose of the role:

The Communications Officer works in close collaboration with the Programme, Operations and Technical teams in South Sudan Juba Office, HQ in Maridi County and the entire communications teams, staff of other Agencies, Government officials, media, private sectors, multilateral and bilateral donors and civil society.

Reporting to the Communications Manager, the Communications Officer is responsible for assisting in the planning and implementation of YAH's communications and advocacy strategies to increase the standing and awareness of YAH with partners, the media and the public.

Responsibilities:**Provide substantive support to the planning and design of external communication and outreach/advocacy strategies and plans**

- Provide analysis for elaboration of communication strategies; ensure gender perspective;
- Integrate communication, advocacy and outreach strategies into proposals for project/programmes and other initiatives, as necessary;
- Monitor and analyze print and social media and provide analysis to HQ;
- Provide inputs and support to the launch of corporate and local campaigns and special events such as International Women's Day, and 16 Days of Activism against Gender Based Violence.

Coordinate and contribute substantively to the development and dissemination of advocacy materials

- Ensure timely production of quality communication products such as articles, photographs and videos to support implementation of YAH's communication strategy, National, state and county campaigns and resource mobilisation;
- Ensure development of at least two human interest story per month for YAH's Websites;
- Draft briefing materials, and press releases and coordinate its dissemination through effective channels;
- Draft and edit articles for websites, donor reports and other publications;
- Promote and disseminate corporate advocacy materials for launching flagship initiatives, publications, and campaigns;
- Provide support in developing communication materials (i.e. social media graphics, infographics and presentations);
- Coordinate the translation/adaption/rewriting of information received, printing and dissemination of publications and audio-visual materials;
- Follow guidelines from HQ, and Coordination offices.



Coordinate media relations for YAH

- Coordinate the establishment of relevant relationships;
- Maintain list of relevant media and media persons. The list should cover disaggregated information by sex, geography, beats covered etc;
- Respond to inquiries for public and Humanitarian system information materials;
- Organize roundtable discussions, press conferences and briefing session for press, as required;
- Draft talking points.

Build and maintain partnerships and maintain relations with different stakeholders to support resource mobilisation

- Maintain relationships with partners and alliances to enhance visibility;
- Liaise with advocacy partners and undertake outreach to civil society organizations, governments, and other groups to ensure that newsworthy information reaches the public and donors, as delegated;
- Support YAH's resource mobilisation activities through identifying / highlighting effective programme activities and results using strategic communication tools.

Manage YAH's web / online presence

- Manage YAH's websites' content and maintenance based on corporate requirements;
- Manage YAH's social media accounts in line with corporate social media policy;
- Upload information to knowledge management system on a regular basis, including news, updates, resource.

Facilitate knowledge-building and sharing

- Identify and synthesize best practices and lessons learned directly linked to programme goals and activities.
- Organize and conduct training and workshops on communication and advocacy, as appropriate

Key Performance Indicators

- Timely monitoring of current events and trends
- Quality and relevant advocacy materials and content
- Timely updating of the website and social media
- Timely dissemination of materials as shown by knowledge of YAH's activities in South Sudan
- Regular interactions with mass media, as shown by coverage.



Demonstrate adherence to YAH's following policies:

Child Safeguarding Policy: Child abuse in all forms is unacceptable to YAH, which recognizes its responsibility to protect children from harm in all areas of its work. YAH is committed to ensuring a child-safe environment and is applying a zero-tolerance approach towards any kind of child abuse and exploitation.

Discrimination, Abuse and Harassment Policy: YAH expressly prohibit and will not tolerate any form of discrimination, abuse, harassment (sexual or otherwise), based upon race, ethnicity, religion, national origin, gender, age, sexual orientation, marital status, citizenship status, disability, or military status. YAH's employees and related personnel must under no circumstances take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way violate the rights of others inside or outside YAH

Notice: We will discuss these policies during the interview, so if you are asked to be interviewed, please download and read them beforehand:

Requirements:

Qualified Experienced South Sudanese living and willing to work in Juba are highly desired.

Education:

Minimum of Bachelors degree (or equivalent) in communications, public relations, journalism or a relevant field is required.

Required Work Experience:

- At least 3 years of professional work experience in public relations, communications, or advocacy;
- Experience in the use of social media;
- Graphic designing skills will be an asset;

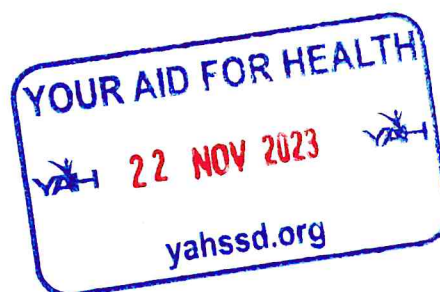
Highly Desirable Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues,
- Accountability,
- Creative Problem Solving,



- Effective Communication,
- Inclusive Collaboration,
- Stakeholder Engagement,
- Leading by Example,



Demonstrated Technical Skills and Personal Attributes

- Ability to communicate sensitively, effectively and creatively across different constituencies
- Knowledge of web-based management systems
- Knowledge of production, graphic design and photography standards
- Knowledge of social media platforms and experience in social media outreach
- Knowledge of local country media landscape
- Communication, networking and advocacy skills
- Ability to be strategic and analytical
- Knowledge of gender and human rights issues desirable
- Fluency in English (both oral and written) is essential, proficiency in Arabic is an advantage.

How to apply:

Please, send your cover letter outlining how your skills and experience meets the person specification along with your up to date CV to Human Resource Development through recruitment@yahssd.org, coping hr@yahssd.org and info@yahssd.org . Title of the vacancy MUST be clearly included as the subject in the application email.

Further information:

We appreciate your application; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks after the closing date of the application, we regret that your application has been unsuccessful. Please continue, however, to periodically view the NGO forum website for suitable opportunities that will present from us or other agencies.

Equal Opportunity:

YAH is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the Basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.

Safeguarding:

YAH's capacity to ensure the protection of and assistance of communities, IDPs, Refugees and other vulnerable persons depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to YAH's values and code of conduct. Safeguarding and Anti – Corruption policies including safeguarding against sexual exploitation, abuse and harassment. YAH conducts thorough and comprehensive background checks as part of the recruitment process.



REPUBLIC OF SOUTH SUDAN
MINISTRY OF LABOUR, PUBLIC SERVICE & HUMAN RESOURCE DEVELOPMENT
DIRECTORATE OF LABOUR
Central Equatoria State-Juba



S/NO	POSITION CLEARED ADVERTISEMENT	RATE PER ADVERTISEMENT	TOTAL AMT.
1	Cluster Coordinator	1,000 SSP	
2	Communications Officer	1,000 SSP	
3			
4			
5			
6			
			2,000 SSP

CASH PAID BY Y.A.H.

CASH RECEIVED BY



DATE: 24/11/2023