

Together we can beat poverty for good. Will you join us?

SENIOR MEDIA AND CAMPAIGNS OFFICER

PROGRAMMES

Closing Date: TBC

Vacancy Type: Fixed term

Vacancy Reference: TBC

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.



Shaping a stronger Oxfam for people living in poverty.

ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](#).

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2015 the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 1.2 million people across South Sudan with life-saving sustainable assistance. The Oxfam Humanitarian and Development programme currently operates through 12 field bases in the former Jonglei State (5 bases), Unity State, Upper Nile State, Western Bahr El Ghazal State, Lakes State, Central Equatoria State, Eastern Equatoria State, and Upper Nile State.

Gender justice programming is a mainstream in all the work we do and standalone gender justice projects are being developed. Oxfam works in partnerships where possible and aims to increase the number of women's rights organizations partnered to 40% by 2019.

OUR TEAM

JOB PURPOSE

We are looking for a self-driven and highly creative senior media and Communications officer who will profile Oxfam's work with the media, donors, staff and in public. S/he will provide technical public relations, brand and communications support to Oxfam's projects across the country as part of a team in the Advocacy and Campaigns department, working closely with in-country, regional and federation-wide teams as needed.

WHAT THE RECRUITING MANAGER HAS TO SAY ABOUT THE ROLE?

This role is pivotal to promote Oxfam's branding in county. The postholder will provide Programme technical advice and expertise across the country to ensure we have the right people in the right place at the right time and all staff feel supported to do their work. Staff on this role ensure that Programmes helps to develop a culture of trust with better understanding of Oxfam policies and procedures.

CORE DETAILS

Location: Juba, South Sudan

Salary: Competitive salary package

Internal Grade: C2 National

Division: International **Job Family:** Communications

Contract type: Fixed Term.

Hours of work:



40 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage

This role reports to: Advocacy & Campaigns Manager

Staff reporting to this post: N/A

Annual budget for the post:

Key relationships/interactions: OXFAM South Sudan Senior Management Team (SMT);

Screening checks: All successful candidates will be screened through [Refinitiv World-Check One](#) to comply with counter terrorism and financial sanctions regulations.

References: Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history.

DBS checks (for roles based in the UK):

It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law).

KEY RESPONSIBILITIES

Dimensions include:

Media scope

- Management of processes and relationships, particularly with partners and external contacts.
- Plans and agrees on media and communications workplans in liaison with the relevant programme staff while identifying advocacy and communication issues related to Oxfam's work in South Sudan.
- Develops work plans, individual development plans, and regular reports to the Campaign Manager
- Support programme partners in media-related capacity building and ensuring that this is integrated within programmes
- Supports in identifying potential new strategic media partners for Oxfam and develop strategies for working with them.
- Frequently update Oxfam in South Sudan social media pages, with focus on delivering timely content as relevant to the various audience.
- Ensure adequate and relevant media coverage for programme activities, functions and helps draft press releases/press statements
- Coordinates with media officers across the Oxfam global confederation in furtherance of sharing content and consistency on brand and language.

Communications scope

- Work with the Advocacy and Campaigns Manager in sustaining existing long-term campaigns, developing short-term campaigns and providing campaigns-related advise.
- Leadership of some aspects of campaign projects.
- Provide overall support in brand maintenance including being focal person for development and design of IEC, visibility and products for public display.
- Develop high quality communications content for external and internal use including but not limited to sitreps, success stories, Fact Sheets, newsletters, amongst others.
- Work with various departmental teams to ensure that the communications activities calendar is kept up to date and is applied for weekly planning in consultation with the Advocacy and Campaigns Manager.
- Ensure development of high quality content and dissemination of internal and external monthly newsletters.
- Provide guidance in the usage of branded items and documents for corporate communications products such as PowerPoints, fact sheets and other relevant material.

KEY RESPONSIBILITIES

- ♦ Continuously engage with various media houses to support the public relations effort in a bid to drive Oxfam's development and humanitarian intervention causes.
- ♦ Conduct staff capacity development through trainings, and appropriate engagement on public relations, communications and campaigns.

- ◆ Working through list of activity as to what partners are doing and help identifying documentation opportunities for possible pitching with the Media.
- ◆ Frequently travel to field offices to facilitate documentation of success stories and identifying key communications and public relation opportunities and gaps.
- ◆ Lead on drafting, critiquing and dissemination of press statements, monthly sitreps and updating the song sheets.
- ◆ Support the repurposing of content for different social and mainstream media spaces.
- ◆ Provide support to organising, positioning and participation of Oxfam in South Sudan in global, national and internal events, meetings and publicity opportunities in support of advocacy and campaigns objectives and priorities.
- ◆ Support projects across Oxfam in South Sudan in identifying key deliverables for visibility, communications, content and media.
- ◆ Supporting identification and deployment of celebrities who may wish to visit the programme sites in support of Oxfam's overall mandate and goal.
- ◆ Updating social media feeds, blogging, SMS journalists updates
- ◆ Handling Social media content and updating the pages regularly
- ◆ Looking at opportunities to collaborate with regional and affiliates on content/ communication of programs in the country
- ◆ Collaborating with the region to update information on activities on the OiA website
- ◆ Development and updating of key messages/ songsheets
- ◆ Provide communication support to the CD – talking points/ presentations/ speeches and, as and when requested, act in the capacity of Spokesperson for Oxfam in South Sudan.
- ◆ Provide branding guidance to country staff for all publication/ co-branding initiatives.
- ◆ Any other assignments as may be determined.

SKILLS AND COMPETENCE:


Essential

- ◆ Educated to degree level or above and at least 4 years relevant work experience in a similar role. Two-years' experience in an active field role with a media house – as a reporter or content editor will be an asset.
- ◆ In depth knowledge of the political and civil society environment in South Sudan
- ◆ Commitment to Oxfam's aims with an understanding of the importance of gender and diversity.
- ◆ Excellent written and verbal communication skills.
- ◆ Ability to think and operate strategically and creatively
- ◆ Initiative, influencing skills, self-awareness, ability to work effectively with others and critical analysis skills.
- ◆ Experience of working in a humanitarian emergency/conflict situation, ability to work in a challenging environment.
- ◆ Demonstrable understanding of humanitarian relief work and policy issues.
- ◆ Knowledge of international mass media and track record of achievement in media liaison.
- ◆ Solid project management skills, determination to 'make things happen' in challenging environment, flexibility to adapt when things go wrong.
- ◆ Excellent planning, co-ordination and prioritisation skills and proven capacity to undertake varied tasks simultaneously to tight deadlines.
- ◆ Excellent teamwork skills and the ability to build good relations both internally and externally.
- ◆ Ability and flexibility to travel at least 60% of their time in support of program development outside of the capital office.

- ◆ Sound political judgement on issues of extreme sensitivity.
- ◆ Ability to work in complex global networks of multi-national, multi-cultural teams and to develop good working relationships.
- ◆ Confident communicator, able to represent Oxfam at all levels.
- ◆ Demonstrable commitment to gender equity.
- ◆ Photographic and video skills

Interactions:

- All Staff
- Beneficiaries
- External Actors/Stakeholders including government
Media

PERSON SPECIFICATION	How this will be assessed? ¹			
<p> Note to candidates: Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct here.</p>	Shortlisting	Interview	Presentation	Other <please specify>
Key Organisational Attributes				
Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.		x		
Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.		x		
Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible		x		
Organisational Values				
Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions		x		
Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen		x		
Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences		x		

¹ Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications.

<u>Oxfam Leadership Competencies</u> 1. Focus on overall impact of work rather on only department area of operations. 2. Getting more familiar with the complex systems and environment. 3. Working more and more with teams. 4. Understanding and getting familiar with the cross function's linkage and coordination.	Shortlisting	Interview	Presentation	Other <please specify>
<ul style="list-style-type: none"> • Strategic thinking: Focus on wider system and feed learnings to wider programme 		x		
<ul style="list-style-type: none"> • Strengthening the system: Focus on wider system and feed learnings to wider programme 		x		
<ul style="list-style-type: none"> • Solution Oriented: Solutions to functions problems/challenges support to overall country programs. 		x		
Essential - Experience, Knowledge, Qualifications & Competencies				
<ul style="list-style-type: none"> • Minimum of 4 years of Communications and Media relations experience including two (2) years in field reporting/content editing with a proven track record and a degree level education (from a recognized university) in a relevant subject. 	x			
<ul style="list-style-type: none"> • Experience of writing feature stories. 	x			
<ul style="list-style-type: none"> • Experience of working on Adobe Creative Suite (Premiere Pro and InDesign, or Illustrator) or Davince Resolve. 	x		x	
<ul style="list-style-type: none"> • Ability to support mentor field associates on creative writing and documentation. 		x		
<ul style="list-style-type: none"> • Able to function in high pressure situations while maintaining emotional control. 		x		
<ul style="list-style-type: none"> • Fluent written and spoken English 		x	x	
<ul style="list-style-type: none"> • Standard keyboard skills with knowledge of Microsoft suite 	x			

<ul style="list-style-type: none"> Ability to work cooperatively in a cross-cultural setting, fast-paced and difficult emergency context 		x		
Desirable				
<ul style="list-style-type: none"> Able to influence and inspire confidence using professional knowledge and expertise 		x		
<ul style="list-style-type: none"> Understanding of trends and developments in the relevant field 		x		
<ul style="list-style-type: none"> Proven experience in working in Humanitarian context 	x			
<ul style="list-style-type: none"> Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities. 		x		

HOW TO FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- Look at our 'How to apply' section for helpful tips [here](#).
- **Technical glitch? If you have any issues when submitting your application, please contact recruitmentteam@oxfam.org.uk**
- **We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)**
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

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Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.

OXFAM LEADERSHIP COMPETENCY FRAMEWORK - For your information only.

Please use criteria in the 'Person Specification' section to demonstrate your suitability for the role.

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thought and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.