



Job Advertisement
Communication Officer (1 Position)



The Carter Center (TCC) provides Technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking dynamic, qualified candidate to fill the Position of **Communication Officer**, based in Juba, Jubek State South Sudan.

Title: Communication Officer (1 position)
Duty Station: Juba, Jubek State, South Sudan
Duration: Current- August 31st, 2020
Closing Date: October 04th, 2019

Reporting to: Communication Manager

Job Purpose: The Communication Officer, under the direct supervision of the Communication Manager, holds the primary responsibility to Serve as a lead Media contact in South Sudan for the “It Pays to Report Guinea Worm” campaign, managing relationships with radio broadcasters and print publications to update and maintain publication/broadcast and other tracking tools. The Communications Officer will work closely with the Programme Manager (Communications Manager), MOH Director, SSGWEP and field staff, regarding the implementation of the SSGWEP’s “It Pays to Report Guinea Worm” communications campaign strategy.

The duties of the Communication Officer include, but are not limited to the following;

Key Responsibilities:

- The Communications Officer will assist in the design of a strategic implementation plan utilizing the various campaign tools (i.e flip book, posters, song, radio drama, social drama), support effective dissemination and deliver training across the country.
- The Communications Officer will also work closely with Monitoring and Evaluation (M&E) staff and field staff to ensure that that campaign data is collected, collated and delivered to the Communications Manager in a timely manner, in accordance with agreed milestones.
- The Communications Officer will build excellent rapport and effectively manage relationships with key stakeholders across the media landscape of South Sudan to ensure effective media coverage of the campaign, as well as with The Carter Center field staff.
- As a Carter Center hire, the incumbent will be subject to the administrative norms, including the code of conduct of The Carter Center in South Sudan.



- This job will require 70% of the successful applicant's time to be spent outside of Juba.
- Conduct all travel and transport coordination activities in accordance with relevant approved TCC SS SOPs.
- Liaise with relevant staff to ensure efficient and effective travel coordination including timely bookings, accommodation arrangement and airport pick-ups/drop offs.
- Provide guidance and support to the Communications Manager in the creation of strategic micro plans for dissemination across South Sudan.
- Travel to field location where The Carter Center deliver programmes and deliver effective training and monitoring in regard to the communications strategy.
- Map out Media houses, facilitate relationships and dissemination, and support monitoring activities, including monthly reports.
- To support liaison with external contractors on behalf of the Communications department.
- Liaise with appropriate staff and heads of departments at TCC Juba office to follow National procedures for administration, Human Resources, finance, Fleet/Transport and logistics as part of the implementation of activities in South Sudan.
- Manage SSGWEP material and financial resources honestly, account for the dispensation of these resources via budget request forms, and ensure these are used for the intended purpose, in the right places, and at the right times.
- Perform other duties that may be assigned from time to time by TCC management.

Person Specifications:

- South Sudanese National only
- Minimum work experience, at least three (3) years of Media experience in South Sudan, preferably two (2) with an INGO. Additionally, in lieu of three (3) years Media experiences, plus three years of experience in a teaching profession as a Teacher/Trainer role will be accepted.
- Demonstrable ability to manage a complex workload and manage competing deadlines in a fast-paced environment.
- Strong, confident interpersonal and communication skills which can be utilised to create strong internal and external relationships with diverse groups.
- Excellent contacts across the media landscape of South Sudan, with an ability to leverage these for organizational benefit.
- Excellent written/spoken English and Arabic.
- Ability to work independently and able to prioritise activities in line with programmatic needs.
- Proficiency with Microsoft Word, Excel and PowerPoint

Desirable:

- Ability to write/speak/understand Dinka languages.
- Ability to perform under pressure and to effectively prioritize responsibilities.



Application deadline: October 04, 2019.

Only shortlisted candidates will be contacted, **Women candidates** are highly encouraged to apply. No original documents are required at this stage.

For Interested candidates, please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position by **to: HR Dept**

Applications may be submitted either by:

1. Email: **recruitment-ssd@cartercenter.org** (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field hubs located in: Wau, Rumbek, Kapoeta or Nanyangachor.