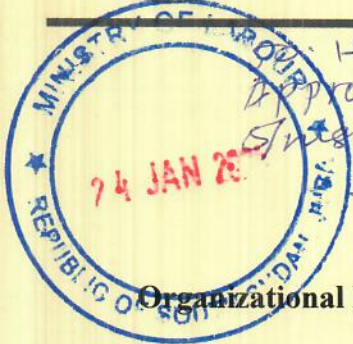


SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

P.O BOX 414 JUBA, SOUTH SUDAN

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Date: January 24, 2024

JOB ADVERTISEMENT

Organizational Background

Founded in 2007, Support for Peace and Education Development Programme (SPEDP) is legally registered and works across the East African Region, particularly in South Sudan, Uganda and the Democratic Republic of Congo. SPEDP's Programmes are; (a). Resilience Building (Education, Teacher Education, TVET/ Entrepreneurial Skills building, Food Security and Livelihoods, Human Rights, Peace Building and Governance); (b). Humanitarian/Emergency Response (WASH, Shelter/NFI, Protection and GBV, Climate and Environment Conservation); (c). Health and Nutrition and (d) Research and Innovation. SPEDP is advertising for a position of a Communication and advocacy Manager who will be responsible for all SPEDP's communication and advocacy needs in the East African Region.

Details for the position:

Job Title:	Communication and Advocacy Manager
Vacancy position	One
Country Program:	Regional
Duty Station:	Juba
Position Reports to:	Senior Programme Officer - Research and Innovation
Position Opened for:	National/International
Desired Start Date:	ASAP
Contract Duration :	12 Months
Closing Date for Applications:	February 12, 2024

Position summary

The Communications and Advocacy Manager will be responsible for all SPEDP's communication and advocacy needs in the East African Region. He/she will develop and execute communications policies, strategies related to the SPEDP's work in the region including capacity building of SPEDP staff and will ensure that the organization's work as a key humanitarian, peace and development actor is well known to both internal and external audiences. This position is Juba based with frequent travels to the field and across the region.

Specific roles and responsibilities:

- Develop and implement a regional communications policy strategy for SPEDP.
- Lead in designing visibility materials and developing information such as fact sheets, briefing papers, brochures, posters, as well as website content; including innovative media outreach, creative digital content and dynamic audience-driven social media output.



- Deliver strategic proactive and reactive media relations, leveraging global insights and expertise in both international and humanitarian media to increase the SPEDP's media share of voice and digital engagement.
- Develop and track implementation of donor visibility and branding plans for all projects and other SPEDP's programs.
- Lead the SPEDP country programme staff to proactively prepare communication needs to contribute to overall information flow and coordination of interventions.
- Work with all SPEDP programme teams on advocacy and media campaigns to raise awareness of humanitarian, peace and development needs and SPEDP's program activities.
- Proactively seek out interesting stories from programmes, initiating or accompanying field visits to collect high-quality photos, quotes, audio and video material suitable for use in media and communication products.
- Train and coach program staff on external communications and how to spot and share relevant information, data and human-interest stories from their work to convey the programme's success and impact on the participants' lives.
- Develop networks among humanitarian organizations, coordination bodies, donor organizations and as necessary national and international media for more effective information sharing and communication of SPEDP's activities and interests.
- Expand and nurture SPEDP's communications network.
- Analyze current internal communication channels and content, lead a review and governance process to improve channel and content quality and impact.
- Design structure and timing of internal messages through a variety of communication mediums such as intranet, Odoo, email, face-to-face, videos, printed collateral etc.
- Support the Country teams to compile, update monthly, quarterly and annual reports.
- Managing internal and external communications in a multicultural environment
- Dealing with high demand for analysis of documents and situations and provide policy and advocacy recommendations
- Analyses and interpret situations in country specific and find appropriate response
- Develop, manage, and implement a portfolio of communications activities that align with programmatic objectives and coordinated with project work streams, including increasing awareness, mobilizing resources, and shifting policy landscape.
- Create and support the publication of creative and compelling communications and advocacy materials and content, including fact sheets, talking points, routine donor reporting, strategic documents, policy briefs, case studies, and reports.
- Work with technical teams to identify successes, synthesize information, and translate into visually and narratively compelling communications materials for external audiences, including donors and high-level stakeholders.
- Ensure that all external communications messages and activities are in-line with SPEDP communication policies; review content to ensure it is on-brand, consistent in style, quality, and tone of voice, and in compliance with branding, strategy, and marking plans and policies
- Ensure that the work is carried out at all times with the utmost privacy and confidentiality by the terms and conditions of employment.
- Undertake any other work that is deemed necessary by the management



Qualification and Experience

Education Qualification and Experience

- Master's Degree in Communications, Journalism, public relations, or related studies
- Experience in INGOs or UN preferred.
- Minimum of 3-5 years' progressive similar work experience
- High proficiency in Microsoft Office applications and desktop publishing skills
- Preferred experience in Adobe Creative Suite, especially in Design is strongly desired.
- Video and photo experience is desired
- Knowledge of the environment in which non-governmental organizations operate.
- Fluency in English (both written and verbal), knowledge of Arabic or French will be an added advantage

Desired Experience and Skills

- Experience creating and disseminating versatile communications and advocacy products for global, regional, and national audiences, including for partners, policymakers, implementers, governments, and funders
- Strong design skills including document layout & PowerPoint presentations strongly desired.
- Demonstrated capacity to synthesize and translate sophisticated issues into compelling persuasive writing.
- Experience developing, running, and implementing communications projects and activities independently, including working with teams on the definition of objectives and deliverables and monitoring and evaluation of results.
- Demonstrated experience in developing and implementing communications strategies aimed at reaching multiple stakeholders.
- Experience in organizing and implementing training, including the development of curricula and methodologies in communication.
- An understanding of the roles of relevant disciplines and specialists and experience in coordinating and managing these inputs into strategic communications interventions
- The Communications Manager must demonstrate a flexible approach to navigate ambiguity, as well as multiple projects and competing priorities
- Demonstrated ability to identify emerging trends in communications, develop related strategies and effectively translate them into actionable plans.
- Excellent interpersonal skills, with the ability to craft and deliver presentations to large and small groups, deep understanding of grammar, strong attention to detail and editorial skills.
- S/he must be able to balance partnership with various departments and creative, breakthrough communications efforts.
- Ability to effectively, efficiently, remain calm in a high-pressure environment on issues that are often complex and sensitive.
- Track record of creativity in developing compelling content and creative pursuit of targets in achievement of communications objectives across different channels (media, social, web etc.).
- Excellent capability and creativity using digital cameras and audio gathering tools and editing suites.



Acknowledgement:

This job description is not conclusive to all the duties or responsibilities that are required for this position and it is subject to review at any time with or without notice based on emerging needs and discussion with the Senior Management Team.

Standards of Professional Conduct: SPEDP workers must adhere to the values of the organization and enforce policies on Beneficiary Protection from Exploitation and Abuse. Safeguarding is integral to the organization values and ethics and staff and associates like incentive workers, visitors, sub-grantees, suppliers and sub-contractors are expected at all times to take reasonable steps to prevent sexual exploitation, abuse and harassment of any person linked to SPEDP's programmes. The successful candidate will be subject to a thorough background check and satisfactory references.

SPEDP is an Equal Opportunity Employer. SPEDP considers all applicants based on merit without regard to race, sex, colour, nationality, religion, age, marital status, disability or any other characteristic protected by applicable laws.

Application procedures:

Interested candidates should drop their applications addressed to Human Resources Department, SPEDP Head Office – Juba, located at Hai Seminary, Gudele Road Behind Furniture World Co. Ltd. P.O. Box Number: 414, Juba, South Sudan not later than **February 12, 2024 at 4:00 PM Central African Time**. For online applications you can use through the following email address; recruitment@spedp.org.

For more information about SPEDP, visit our website: www.spedp.org

"Female applicants are highly encouraged to apply"

