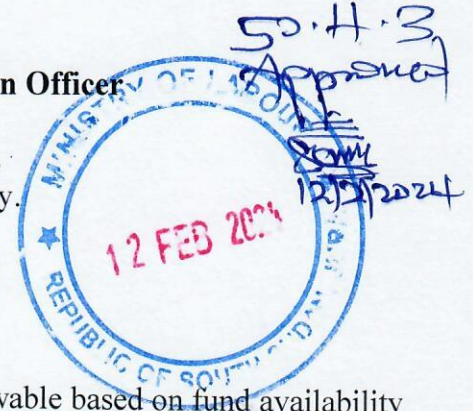


National Empowerment of Positive Women United (NEPWU)

Job Title: Advocacy & Communication Officer
Country program: South Sudan
Location of the Position: Juba with frequent field visits
Position Opened for: South Sudanese National Only
Reporting to: Program Manager.
Desired Start Date: ASAP
Advertised date: 12th February, 2024
Closing date for Application: 29th February, 2024
Contract type: Full-time, for One Year renewable based on fund availability



National Empowerment of Position Women United (NEPWU) is a National Non-Governmental Organization of women and girls living with and affected by HIV in South Sudan. NEPWU was established in 2013 with support from SSAC, UNAIDS and UN Women. This was in accordance with the decision by the UNAIDS as articulated by its Global Plan (2011), to put women living with HIV at the Centre of the HIV response so as to stop new HIV infections among children and to keep their mothers alive.

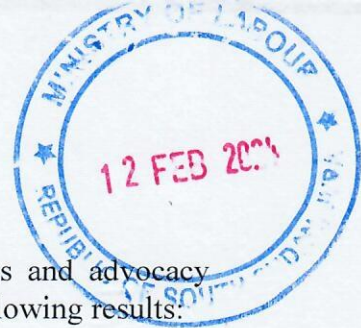
NEPWU is seeking for qualified South Sudanese **Advocacy & Communication Officer** from a reputable institution to undertake the following duties: - NEPWU is committed to achieving workforce diversity in terms of gender, culture and Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the confidence. **NEPWU does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**

Background.

Under the guidance and direct supervision of Program Manager, the Communications and Advocacy Officer supports the formulation and implementation of the communications and advocacy strategies to increase the standing and awareness of NEPWU with partners, the media and the public. The Communications and Advocacy Officer promotes a client-oriented approach in NEPWU.

She/he will be responsible for planning and communication related support in the efficient and effective execution of project activities. In carrying out her/his responsibilities, She/he will develop a strong communication tool and provide necessary information among all the stakeholders. She/he will advocate and promote the work of NEPWU in South Sudan and will also work closely with project teams and program cluster, Government officials, private sector, non-government and civil society organizations.





Duties and responsibilities.

1. Supports the formulation and implementation of project communications and advocacy strategies, supports business development focusing on achievement of the following results:

- Implementation of the Project publications policy; provides inputs, content development, coordination of production and dissemination of press releases, publications, articles and sharing of project knowledge and successes.
- Provision of inputs and information for elaboration of project communication strategy based on the corporate communications strategy.
- Support to increased awareness of NEPWU mandate and goals through dissemination of information, organization of public events.
- In coordination with supervisor development and preparation of materials for marketing and awareness-raising including briefing materials and press releases.
- Organization of publicity, advocacy, knowledge-sharing events and promotional opportunities. Provision of logistics support to the events.
- Review of reference materials, identification of reference materials for retention. Maintenance of information database and photo library.
- Research and retrieval of data from internal and external sources;
 - Organization and implementation of joint NEPWU information campaigns (Zero Discrimination Day, International Women day, 16 Days of Activisms & World AIDS Day, etc).
- Liaise with media outlets to ensure that the appropriate information and messages are reaching the public, including preparing press releases.
- Develop and implement strategies to increase and improve public outreach.
- Prepare promotional material on the project, including pamphlets, videos, etc.
- Prepare communication reports for the Project Management Teams and NEPWU.
- Maintain NEPWU website for information dissemination.
- Perform other duties as required.

2. Ensures facilitation of knowledge building and management focusing on achievement of the following results:

- Support to colleagues in identification, documenting and drafting of best practices and lessons learned.
- Organization of training for the staff on effective communications and advocacy. Lead the process of knowledge for disseminating at all levels and produces documents that capture the right stakeholders and production of knowledge-based products.
- Organize internal and external networks or communities of practice covering prominent experts in government, non-government, think tanks, private companies, international development organizations and the UN system.
- Provide intellectual inputs in the subject area as well as the opportunities to develop broader public goods.
- Undertake and facilitate necessary actions to leverage relevant information.
- Provide support to organization in workshops, seminars, training and delivery of outputs (products).
- Coordinates with various government and non-governmental agencies regarding update and project information.
- In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.



Functional Competencies:

Advocacy/Advancing a Policy-Oriented Agenda

- Identifies relevant information for advocacy for a variety of audiences.
- Makes research of contacts in the media, government, private sector, donors, other agencies, civil society in other stakeholders for NEPWU advocacy efforts.
- Analyzes general information and selects materials in support of partnership building initiatives

Promoting Organizational Learning and Knowledge Sharing

- Researches best practices and poses new, more effective ways of doing things.
- Documents innovative strategies and new approaches

Job Knowledge/Technical Expertise

- Understands the main processes and methods of work regarding to the position.
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks.
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning.
- Demonstrates good knowledge of information technology and applies it in work assignments

Creating Visibility for NEPWU/Supporting NEPWU Capacity to Advocate

- Disseminate information and materials on NEPWU development/humanitarian activities.
- Maintains networks and knowledge assets for use in visibility and image activities.
- Identifies relevant information for advocacy for NEPWU goals for a variety of audiences

Core Competencies:

- Demonstrating/safeguarding ethics and integrity.
- Demonstrate corporate knowledge and sound judgment.
- Self-development, initiative-taking.
- Acting as a team player and facilitating team work.
- Facilitating and encouraging open communication in the team, communicating effectively.
- Creating synergies through self-control.
- Managing conflict.
- Learning and sharing knowledge and encourage the learning of others.
- Informed and transparent decision making.

Required Skills and Experience;



Education: Bachelor's degree from reputed university in Mass Communications & Journalism, Media Studies, Communications Strategy, Development Communication or relevant discipline.

Experience: At least 3 years of relevant experience at the national level in providing communication packages to promote the activities of organization, preferably a development organization. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and graphic designing. Experience in handling of web-based management systems.

Language Requirements: Fluent Spoken and written English and Arabic.

Interested and qualified candidates should:

Submit their current CV and motivation letter not later than 29th February, 2024 indicating Position and Location by email to: hr.nepwu@gmail.com or by hand deliver to: NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road
Help line +211924344850 /+211922118081

