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Approved by
MOI
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[Signature]



Communications Specialist, South Sudan Monitoring and Evaluation Support Project (MESP), South Sudan

Company Profile:

MSI, a Tetra Tech Company, based in Washington, D.C. metro area is an international development firm with a 35-year history of delivering development results across the world. Our core expertise is in the fields of monitoring and evaluation (M&E), institutional development, public sector management, governance and anti-corruption. MSI has implemented projects in 90 countries around the world such as Jordan, Kenya, Indonesia, Syria, Pakistan, Afghanistan, Ukraine, Colombia and Mexico. As one of the leading companies in our field, we have partnered with organizations across all sectors of international development to support clients ranging from large bilateral and multilateral donors such as USAID, the World Bank and the United Nations Development Program to national and local governments, nongovernmental organizations (NGOs), think-tanks, foundations and universities. For more information about MSI, please visit our website at www.msiworldwide.com.

Project Summary:

The Monitoring and Evaluation Support Project (MESP) provides USAID/South Sudan with flexible and demand-driven technical, analytic, advisory, training, monitoring, evaluation, and related support services for performance measurement. The project includes monitoring and evaluation technical support to the Mission for performance management at all levels as well as support to assessments, analytical research, and related services required for new project designs, sector strategies, and broader strategic revisions.

****Please note: Only people authorized to work in South Sudan are eligible for this position****

Position Summary:

The Communications Specialist is part of the Analytical Unit, which is a clearinghouse for all technical documents produced by MESP. The communications specialist is responsible for packaging the monitoring products into final document form in both hard and soft copies. The emphasis for this role is on rendering technical analysis into simple, clean, and easy-to-understand formats using the full range of text, graphic, and pictorial representations of information.

The communications specialist will work closely with the Third-Party Monitors (TPMs), evaluators, M&E staff, and technical drafters along the entire work flow, from tool development to data collection and analysis, in order to ensure that when final reports are prepared, the information is seamlessly integrated into its final form. MESP operates under tight time frames, which will require that the communications specialist finalizes and polishes a variety of documents, and renders them in power point presentations, web-based products, word documents and short concise posters and flyers as necessary in a timely manner. In addition to informatics and presentation, the communications specialist will also play a role in editing as part of a larger proofreading and quality control team. It should be noted that the mechanism that the communications specialist is part of focuses on collaborating, learning and adapting (CLA) and therefore is a flexible, responsive mechanism that has to accommodate the evolving, and potentially unpredictable, needs of USAID/South Sudan. This is a Short-Term Technical Assistance (STTA) position based in Juba, South Sudan.

Responsibilities:

- Produce standard quality documents according to USAID standards, formats, and style guidance for publications, materials, and presentations.



- Design, write, and edit promotional and informational material for internal and external audiences.
- Edit and write progress reports, work plans, studies, and other technical documents for submission to USAID/South Sudan.
- Work closely with Field Monitors and Community Monitors to review and edit field monitoring reports to ensure the information serves the needs of the Mission and Implementing Partners.
- Support with the development of power point presentations for debriefs from Third-party monitoring, special studies, assessments, and evaluations and pause and reflect sessions.
- Work with the Project's Analytical, Monitoring and Operations units to collect input to support the Senior Monitoring and Evaluation Advisor in developing project performance reports such as quarterly and annual reports.
- Work with the Data Utilization and Reporting Specialist to design infographics for reports and debrief presentations.
- Ensure compliance with the program's branding and marking plan.
- Review and consolidate weekly reports from county supervisors for the household baseline survey.
- Work closely with staff to develop stories about program activities and achievements.
- Review project bi-weekly reports, and other communication products.
- Provide training as well as coaching and mentoring to field staff on writing, editing and style guides.

Qualifications:

- Bachelor's degree in communications, journalism, development, international affairs, public relations, or related area.
- At least three years of progressively responsible experience in international affairs, journalism, and/or international development.
- Outstanding English skills in writing and/or editing public information or promotional materials, annual reports, newsletters, project or grant proposals, and briefing papers.
- Experience in developing web content and other new media such as blogs and podcasts, and preparing computer-based presentations and informational learning materials.
- Extensive experience with Microsoft Word, PowerPoint, and Excel, familiarity with the Adobe Suite and Photoshop.
- Excellent verbal and written communication skills are very essential.
- Interpersonal skills, including the ability to work with field-based local staff via telephone and e-mail required.

Only candidates who have been selected for an interview will be contacted. No phone calls, please.

MSI is an EEO/AA/ADA Veterans Employer.

Closing Date: June 25, 2021, at 4:00PM

Applications will be reviewed on a rolling basis until the position is filled.

To apply: Please visit our website, www.msiworldwide.com; or hand deliver and addressing your application to MSI-MESP Human Resources Manager, Goshen House, Gate 1 or by email: MESP-HR@msi-inc.com

