

CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

Position:	Information Management and Communications Manager
Department:	Programs
Location:	Juba
Reports to:	Program Development and Quality Coordinator

Purpose of the job.

- This position reports to the Program Development and Quality Coordinator and works closely with the MEAL Coordinator, Technical Advisers and Program Managers. The position will lead effective information management and develop media and communications material in line with CARE and donor policies and practices. The Information Management and Communications Manager will provide Information Management support across program sectors and support the Country Office (CO) to be a strong and consistent voice for the rights of women and girls by establishing the communication portfolio and facilitating communication flows. This position will utilize information from program reporting and information reports in the field to compile appropriate information products on program status and impact, including human interest and success stories.

SPECIFIC RESPONSIBILITIES:

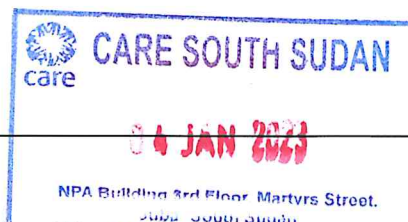
1. Information and Knowledge Management

- Provide information management services to the program team for key decision making, that include data collection, collation, mapping, analysis, and dissemination of information relevant to needs of the team.
- Through desk and field research identify, collate, and store effectively, materials relevant to program activities and advocacy priorities so that they are easily accessible
- Upload all submissions in the Shared online folders

2. Management of reporting system

- Ensure all program related documents are saved on the server in an appropriate filing system
- Ensure project data bases are kept up to date including the Information Management System.
- Maintain/streamline monthly & weekly collection of reports from Program Managers and work with Program Mangers to identify issues related to reporting and ways to solve them
- Support the roll-out of monthly monitoring tools for new program activities Support to the creation and maintenance of M&E Frameworks/tools
- Ensure effectiveness and functioning of existing information management systems and information resource availability

3. Reporting



- Maintain on-schedule reporting process by coordinating reporting schedule with project managers and technical leads
 - Develop and maintain an appropriate Reporting tracking system and ensure it is updated and shared on monthly basis with relevant staff (Program and Grants)
 - Liaise with Grants and contracts regarding financial reports and align financial reporting
 - Work with the Project Managers to ensure all reports (monthly, quarterly, semi-annually, annually, and final reports) are timely submitted
 - Upload all submissions in the Shared online folder
 - Create and constantly update information representation on tables, reports, maps, charts, power slides, and graphics.
- Review reports with management team in a timely manner before any submission



4. Communications

- Produce and/or update materials to disseminate information throughout CARE International and externally. Such materials may include alerts, situation reports, program strategies, fact sheets, briefing notes, annual reports etc
 - Undertake field visits as appropriate to collect and produce human interest stories from the field, carry out interviews with staff, partners and beneficiaries in the field, and remain up to date on the unfolding context and CARE's response
 - Support the communication and dissemination of research outputs from the programs. Provide editing support and identify formats and methodologies appropriate to effective sharing of findings
 - Compile all relevant CARE publications online and offline for future reference
 - Build and maintain local media and information contacts, supporting journalists, researchers and others in awareness raising on CARE's program activities
 - Provide awareness raising and training to CARE staff on CARE communications approaches and principles
- Contribute updated material for CARE websites and other electronic information sharing forums

Media engagement

- Work with Program teams to develop a wide range of high quality traditional and new media communications materials for advocacy and resource mobilization purposes
- Support the preparation of press releases, taking points, updates, photos feature or human-interest stories – primarily for distribution externally (e.g. the media or other agencies, for CI members' communications)
- Produce photos and video clips of CARE's work in the field and with partners, and manage consultants to do the same
- Work with the Country Director to ensure cordial media relations and act as CARE spokesperson as required
- With approval from CARE USA, establish and maintain update CO social media accounts including Facebook, Twitter, and Instagram to showcase the impact of CARE's work in communities

5. Learning

- Work with the project manager, team and partners in the preparation and dissemination of high-quality reports and program documentation/learning peer organizations, government agencies, and donors
- Participate in country program activities, e.g. the preparation of annual implementation plans, mid-term reviews, learning workshops
- Participate in Close out review meetings and track all lessons learnt from closed Projects and share with Program/Grants team for CO risk register updates
- Daily monitor news, trends, and events with potential humanitarian consequences and flag form attention to the senior management team
- Monitor external information sources and high-level reports (from other NGOs, UN agencies, humanitarian fora/initiatives, etc.) and synthesize and share main points/outcomes with key staff in the COs, RMU, wider CI, etc.



- Support the CO in acting as a reference/contact point for general information requests related to CARE's program activities

Qualification and Competencies:

- Degree in Mass Communications, Development studies, Public Relations, Information Management, international relations, or any other related course with a component of statistical analysis is preferred
- At least 3 years' experience in information management, communications, information dissemination, international relations and/or media work
- Minimum of 3 years working experience and demonstrated practical skills in information management, reporting and communications in humanitarian or development contexts
- Previous experience with Epi Info, SPSS, ODK, Kobo Collect, and Excel preferred, familiarity with computer packages essential
- General administration, information management and telecommunication skills and proficiency in information technology/ computer skills required
- Strong knowledge of and experience of techniques for data analysis including an ability to develop an effective to measure progress against targets
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
- Proven experience of communicating information to a wide range of different audiences.
- Ability to collect information and undertake research under potentially difficult and constraining conditions
- Ability to develop and present information and communication products for a range of different audiences
- Experience of media liaison and media tools e.g., photography, video etc.
- Willingness to work and travel in difficult circumstances and adhere to agreed security procedures

HOW TO APPLY

The position will be based in **Juba**. This position is **ONLY** open to South Sudanese Nationals.

Opening Date **4th January 2023** and Closing date for receiving application will be **23rd January 2023**.

Applications and CVs should be delivered to: **jobs.southsudan@care.org** or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Attention!!!

CARE South Sudan has a **ZERO TOLERANCE** approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE

