

Approved



Date: 17<sup>th</sup> Oct.2023

### Job Advertisement

Caritas Archdiocese of Juba is the official organization and the humanitarian wing of the Catholic Archdiocese of Juba. It is guided by Catholic Church Social Teaching and international humanitarian principles (CHS and Sphere standards). It carries out humanitarian and social activities in the Catholic Archdiocese of Juba.

Underpinnings to the agency's initiatives are Solidarity with the poor and commitment to serve human person in Love and dignity. Our Programs include capacity building for sustainable development, campaigns advocacy for peace and reconciliation, disaster preparedness and humanitarian relief.

Caritas Archdiocese of Juba is a member of Caritas South Sudan. The agency collaborates with Caritas partners to facilitate their initiatives, such as projects implementation in order to provide shelter, water, capacity building, sanitation and hygiene promotion, health/nutrition, protection and NFI+ FSL.

**Job Title: Media and Communication Focal Person**

**No. of Positions: One (1)**

**Work Location: Gorom Refugee Camp – Juba County, South Sudan**

**Department: Programs**

**Contract Duration: Three (3) months subject to renewal**

**Reports to: Program Manager**

**Dateline of Application: 10<sup>th</sup> Nov. 2023**

### Job Summary

Caritas Archdiocese of Juba is looking for experienced and passionate and Communication Focal Person skilled with excellent writing and communication skills to join its Humanitarian team. He/She will update the organization Website and provide reports and feedback on humanitarian situation and programs in the camp.

### Essential Duties and Responsibilities

- Record and Compile minutes of meetings
- Update Organization Website and Instagram
- Monitor, take pictures, videos and recordings of humanitarian situation and programs in the camp
- Provide reports and feedback to Caritas Archdiocese office in Juba
- Provide assistance to people in need
- Represent the organization to members of Media and other relevant parties in or visiting the camp.



## **Qualifications**

- **Applicant must be a South Sudanese National**
- **A minimum of four (3) years of experience in humanitarian work**
- **Good understanding of safeguarding principles**
- **Must be a good photographer**
- **Good report writing skills**
- **Must demonstrate Critical thinking ability and problem-solving skills**
- **Must be a Team player**
- **Good time-management skill**
- **Knowledge of both English and Arabic is an added advantage**
- **Meticulous record keeping skills**

## **Academic Documents**

- **Diploma from a recognized University**
- **University degree is an added advantage**

## **How to Apply**

**Interested applicants are required to submit an application letter, updated Resume, Copies of Academic documents and a copy of National ID Card to Caritas Archdiocese of Juba office in Kator by 10<sup>th</sup> Nov.2023 at 40:00 pm.**

**Please indicate clearly the Job Title and the Job location on subject line of the Email or envelope. Applications can also be sent via Email: [caritasjubahr@gmail.com](mailto:caritasjubahr@gmail.com)**

**We value and appreciate your intention to work with us, however only shortlisted candidates will be contacted.**

