



Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress.

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on Saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy.

Oxfam currently operates via eleven area offices in ten states (Upper Nile, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el Ghazal, and Northern Bahr el Ghazal.

Position: Roving Communications Officer
Location: Juba-(Roving) South Sudan
Grade & Level: D Zone 1 National
Contract Type: Fixed Term
Number of posts: 01

KEY RESPONSIBILITIES:

- Collaboratively support the development and implementation of an effective communications advocacy strategy.
- Support management of Oxfam's major communications initiatives, including monthly success stories, key messages, videos, and media outreach.
- Gather information from various sources including direct and indirect beneficiaries, partners, and project information database, for both internal and external reporting.
- Draft and/or edit text for weekly, quarterly, annual and ad-hoc project reports, presentations and updates for submission to the donor and external stakeholders.
- Assist with the development of graphics, maps, flow charts and diagrams for reports, presentations and handouts.
- Encourage and implement streamlined project branding through monitoring and enforcement of project branding guidelines for all communications materials.
- In close collaboration with the media lead, liaise to identify possible story pitches and web content.
- Encourage and implement internal knowledge management processes, by providing quality content and maintaining databases of project photographs, contacts and information on project partner meetings.
- Conduct weekly Media Monitoring in support of building context awareness.
- Update and maintain Oxfam's social media pages, ensuring a continuum of engagements.
- Building brand awareness by engaging relevant influencers.
- Coaching employees on content creation and best practices.
- In support of Oxfam's national, regional and global advocacy priorities, participate in stakeholder engagements as may arise.

Perform any duties as assigned by supervisor



Education

University degree in one of the following fields: Media/Journalism, Communications, development studies, or related technical field, with newsroom/long-form journalism experience.

SKILLS AND COMPETENCE:

- University degree in communication, social sciences, information management or a similar field
- 2-5 years' experience in communications, advocacy and events organising. Experience working in a Non-governmental agency environment with good understanding of the current development and humanitarian trends and issues will be a plus.
- Proven experience of communicating with a different audiences
- Ability to produce and edit reports for limited and public dissemination.
- Ability to translate complex data and craft relevant information for presentations and public consumption.
- Experience in social media, media liaison.
- Experience using Adobe Creative suite and other related software to produce and edit graphics and content (videos, photography and bulletins)
- Ability to travel at short notices and produce content with limited timelines.
- A quick learner on internal processes and willingness to adopt to procedures.

Knowledge of communication and visibility requirements for the donor community in country.

NB: Female candidates are strongly encouraged to apply and applications will be reviewed upon receipt.

Only shortlisted candidate will be contacted.

Deadline for submission of applications is 28 March 2023. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment.

We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us.

This post is subject to a range of vetting checks.

