

JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.

Job Title:	Communication Officer
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Report To:	Sub Grant Manager
Desired Start Date:	1/August/2024
Advertised date:	3 rd July' 2024
Contraction Duration:	Positions contingent upon funding availability
Closing Date for Applications:	23 rd July' 2024

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Summary of Responsibilities:

The Communications Officer will coordinate the implementation of IMC's communication, visibility and advocacy strategies in South Sudan, with support and guidance from Partnership and Communications Manager and the HQ Communications Focal point. The officer will



promote IMC's mission, mandate and effective work in South Sudan both internally and externally. The Communications Officer will work to raise IMC's profile and reputation amongst peer agencies, donors, LNGOs and other stakeholders by drawing on project activities, findings from assessments and evaluations, and developing of advocacy strategies in country. As a result of the efforts of the Communications Officer, IMC will have an enhanced reputation and will be better positioned for partnership and funding opportunities. Additionally, IMC's staff will be better informed about the Country Office's initiatives, communication goals and standards.

ESSENTIAL JOB DUTIES / SCOPE OF WORK:

Content Development

- Work with Field Site and Project Managers to develop and execute communication and visibility plans, ensuring compliance with donor communications requirements.
- With support from the Partnership Manager, draft relevant advocacy and communication sections of funding proposals.
- Lead the sourcing of content in the form of video, photos, stories related to communities' needs, in collaboration with project teams and partners.
- Manage the production of written materials including stories, annual country office reports, case studies, etc.
- Ensure materials produced contribute to the positioning of IMC as a key partner in responding to displaced persons.
- Contribute to the recruitment and use of freelance and consultant capacity to produce the resources above, where needed.



External Communication

- Lead the development and production of IMC information and communication materials such as brochures, newsletters, success stories, lessons learned, blogs, photos, videos, and regularly facilitating reviews and update on IMC's website, social media and other publications by HQ.
- Take an active role in organizing public events for field teams and the country office including training
- Monitor and analyze local and international media related to the local situation
- Support the Country Director in preparing responses to media requests
- With support from HQ and in coordination with Country Director, draft press releases
- Ensure linkages between IMC programme implementation and advocacy messaging based on beneficiary priority needs by:
 - Supporting the Country Director in advocacy messaging.
 - Designing and leading advocacy trainings for IMC staff
 - Supporting Country Director, Program Director, Field Site and Program Managers and other key focal points to conduct their external representation and advocacy tasks through feeding of relevant information and advising on coherent and solid key messaging.
- Represent IMC in communication and advocacy forums, and support Country Director in drafting advocacy points for donor engagement.



- Build relationships with other like-minded organizations (eg NGOs, UN agencies) to coordinate and collaborate on joint communication and advocacy efforts.
- Work with UN and INGO/LNGO colleagues on strategic interagency initiatives and provide input on NGO joint briefing papers and situational reports.
- Strengthen the understanding of the stories IMC's local partners want to tell and build communications capacities within each organization.

Internal Communication

- Ensure IMC branding standards are uniformly implemented, working with HQ and partner organizations as appropriate.
- Lead in the production of a periodically staff newsletter.
- Support and train communication focal points to collect photos, stories and captions to promote IMC's work.
- Maintain regular engagement with regional and HQ communications counterparts and share information with country team on available resources and latest IMC guidelines for communication.
- Support Technical Coordinators and project staff in developing position papers and advocacy reports on sectoral issues that can contribute to policy dialogue, especially protection in South Sudan.
- Maintain and update Communications SharePoint folder.
- Efficiently manage the CD and PD calendars to ensure smooth scheduling and timely coordination.

Program Management

- Cover when there is an HR gap in the Program management
- Manages small grants with the support of PD when it is needed.

Information Management:

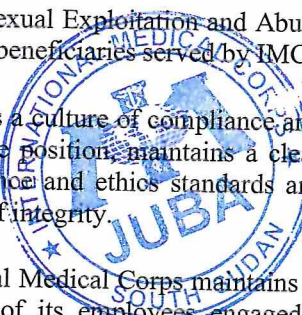
- Collect, compile, and process information from donors and the program team.
- Maintain and update databases to accurately track this information.
- Resource Tracking and Reporting:
- Assist the program team in tracking mobilized resources.
- Assist in preparing reports to provide updates on resource utilization and mobilization.

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and



administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

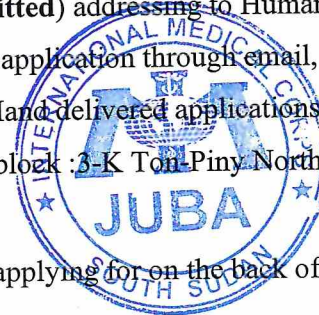
Competencies & Requirements

- Degree in communication, journalism, International Law, Human Rights or relevant degree.
- Excellent verbal and written proficiency in English.
- At least 2 years working in communications or advocacy experience on humanitarian issues, refugee rights, human rights and/or development issues.
- Excellent oral and written skills and demonstrated ability to write and develop strong communication and advocacy materials, reports and statements
- Demonstrated skills with all social media, conventional media, blogs, and video/photography.
- Experience working in an international NGO, UN Agency as well as local partners
- Experience training and capacity building staff in principles of advocacy and media.
- Must be a South Sudanese.

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot No 555, block :3-K Ton-Piny North, 1st Class Residential Area, Juba, South Sudan,

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.



**Closing date for receiving application:
23rd July' 2024**

We appreciate your applications, however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

