



South Sudan

## JOB VACANCY

**Position:** Partnership and Communication Coordinator

**Location:** South Sudan, Juba: 60%, Field: 40%

**Reports to:** Grants Manager



**Vacancy NO.** JUBA-PCC-2024 -15-08- 275N

**About RI:** Relief International is a leading non-profit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact.

**Our signature approach** — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

**Position Summary:** The Partnership and Communications Coordinator will contribute towards partnership strategies and communication initiatives for RI South Sudan. Reporting to the Grants Manager, this role will focus on cultivating key partnerships, as well as crafting and implementing effective communication strategies in collaboration with country, regional, and global teams. The coordinator will contribute and lead various communication efforts to enhance stakeholder engagement and organizational visibility. This role will also support proposal development, donor reporting, and overall grants management, ensuring alignment with RI's South Sudan strategic objectives.

### **Position Responsibilities and Duties: Reporting and Communications Officer**

#### **Partnership Management (40%)**

- Contribute to the development of a clear framework for partner/stakeholder identification, and maintain clear, accessible documentation and trackers.
- In collaboration with the GM and PD, prioritize engagement with local partners/potential partners and lay the groundwork for long-term and short-term relationships with partners in line with country strategy and specific project needs.
- Support the partner engagement process according to RI's partnership guidance.
- Prepare and/or review solicitations and requests for proposals from partners to ensure compliance with RI and donor rules and regulations.
- Draft sub-agreements, MoU's and partner modifications for compliance with donor or RI's rules and regulations, act as the focal point with RSO/GSO for review and approval, and facilitate signatures by RI and the partner.
- Support RI South Sudan's partnership initiatives throughout the project cycle, including reporting and compliance. Design tools to effectively monitor progress against the agreed-upon partner capacity-building plans to best support partners.



- Contribute towards partnership impact analysis and lesson learnt for future engagements and improvements. Communication (40%):
- Contribute towards improvement and execution of RI South Sudan communication strategy.
- Develop and execute strategies for engagement and development of communication contents and products to enhance RI's visibility and influence with existing and prospective partners.
- Craft compelling narratives and contents for various communication channels, ensuring alignment with RI's goals and donor requirements i.e. project specific and overall contents.
- Supports planning and coordination of various communication activities and events with program team, partners/donors, and regional or global office team.
- Monitor and analyse communication effectiveness, making recommendations for continuous improvements and engagement.
- Stay up to date with relevant global communication trends and initiatives, carry out creative approaches for implementing RI's communication strategy.
- Grants and Compliance Management (20%):
- Supports the grants management process to ensure transparency and compliant with donor and RI's regulations and procedures.
- Contribute towards maintaining an effective grant management information, documentation, compliance and tracking systems, in line with RI's and donor standards and requirements
- Participate in grant opening, review and close-out process.
- Supports in the business development process, in close coordination with the Grants Manager, Program Team and Regional or Global office team, when needed.
- Supports to coordinate review of donor reports received from Technical Leads before further revision process.
- Perform other duties as requested.

#### Qualifications

- **Degree in International development, Communications, Public Relations, Humanitarian Assistance or similar field;**
- Minimum of 3, **three years** of work experience in the humanitarian sector/with NGOs ideally under partnership and communication, grants, public relations, or related roles
- Good understanding of donor rules and regulations Knowledge of institutional donors' rules, regulations, priorities, and compliance requirements – preferably both US and EU donors, as well as the UN System (WFP, UNICEF, UNHCR etc.)
- Demonstrable ability to prioritize and manage multiple tasks
- Excellent written and verbal communication skills
- Possess excellent writing skills and be able to compose engaging and accurate content that resonates with relevant audiences.
- Strong communicator who works well independently and with a team
- Understand the best practices of main social media channels including Instagram, LinkedIn, etc.
- Must be resourceful and take initiative even when given minimal direction.
- Fluency in English, with exceptional English writing skills
- Proficient in MS Office packages (Excel, Word, PowerPoint), information and content editorial software's, knowledge-sharing networks.
- Ability to work effectively in a fast-paced environment with flexibility.



### RI Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

### We value:

- *Inclusiveness*
- *Transparency and accountability*
- *Agility and innovation*
- *Collaboration*
- *Sustainability*

### APPLICATION SUBMISSION CRITERIA

#### HOW TO APPLY:

- Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked; **With the Position-Juba**, to Relief International office in Juba-Thongping-behind Midan Rainbow or by Email to; **recruitments@ri.org**
- Because this position is urgently needed to be fill, shortlisting shall be done on rolling basis.
- Only shortlisted applicants will be contacted for interviews
- Only successful candidates shall be contacted within two weeks of interviews.
- Applications once submitted are not returnable.
- **Deadline: 5<sup>TH</sup> September 2024 before 4:30 pm SSD local time**

