

*Approved***USAID-FUNDED SHEJEH SALAM**DT Global South Sudan  
Kololo Road, Plot 57, Block Number 3K  
2<sup>nd</sup> Class area, Tong Ping, Juba, South Sudan  
Email: shejehsalam@dt-global.com**VACANCY ANNOUNCEMENT****SHEJEH SALAM ACTIVITY****SCOPE OF WORK**

**TITLE:** Strategic Communications, Reporting and Collaboration Director  
**ELIGIBILITY:** South Sudan National  
**DURATION OF CONTRACT:** Up to September 30, 2023, renewable  
**LOCATION:** Juba, CES  
**SUPERVISOR:** Deputy Chief of Party - Programs

**Are you passionate about telling the story, outcomes, and impact of an exciting USAID-funded project?** Join our motivated and talented Shejeh Salam team as the Strategic Communications, Reporting and Collaboration Director (CRCD). This is a great opportunity for strategic communications and reporting professional to advance their career and be a part of a dedicated and dynamic team implementing meaningful activities around South Sudan.

**Activity / Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan. The Shejeh Salam Activity is building the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. The Shejeh Salam Activity currently programs in Juba, as well the USAID's priority States of Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria, although geographic focus may shift.

**Position Summary:**

DT Global South Sudan seeks a qualified Strategic Communications, Reporting and Collaboration professional to join our team as the new CRCD, who will act as the key point of contact (POC) for drafting Shejeh Salam performance reports, success stories, monthly reports, and social media messaging. The position will also regularly act as the POC for coordinating with USAID to support their visits to Shejeh Salam field sites; and will act as a focal point for coordination with other USAID implementing partners at the Juba level, while overseeing coordination at the field level in conjunction with the field teams. To produce Shejeh Salam required reports and support collaboration efforts, the CRCD is expected to coordinate closely with the Chief of Party; Deputy Chief of Party-Programs (DCOP – Programs); the Monitoring, Evaluation, and Learning team; and Regional Program Directors to ensure high-quality reporting on Shejeh Salam objectives. The CRCD is expected to travel to the field to gather information and to build the reporting skills of technical staff in the regional offices.

**Duties and Responsibilities:****Reporting:**

- Collect input from the programs and operations teams in Juba and the field, and lead in the drafting of performance reports, including quarterly, annual, monthly reports with the support of the Grants Compliance and Communication Coordinator

- Compile and edit weekly Activity Notes for submission to the program database
- Support the drafting of annual workplans and other deliverables as assigned
- Provide training and ongoing guidance to field staff for drafting program reports and success stories
- Finalize reports produced by Short Term Technical Assistant (STTAs) consultants and program staff

#### **Activity Success Amplification and Marketing**

- Assess Activity communications current assets and needs, create and implement strategic communications plan to meet needs
- Identify topics for and draft USAID “success stories” in collaboration with the Regional Program Directors that help tell the story of Shejeh Salam’s outputs, outcomes, and impacts and amplify the Shejeh Salam Activity as requested
- Work alongside the USAID communications unit to develop a Shejeh Salam social media presence highlighting program achievements, shaping a narrative of program implementation, and amplifying Shejeh Salam achievements, as well as develop Activity briefings and press releases
- Publish social media content, monitor social media sites for analytics, and reshare relevant content
- Catalogue Activity photos from regional and Juba offices
- Cover any external requests for interview from local or international media, and support all other external communications
- Conduct outreach and promotion to publicize Shejeh Salam events, and ensure video/photo/social media documentation of events
- Develop and maintain an activity calendar that captures key events, program highlights, and administrative milestones

#### **External USAID, Media, and Partner Coordination**

- Monitor online media and newspapers for news relevant to the Shejeh Salam activity or coverage of Shejeh Salam programming, scanning, cataloguing, and saving relevant articles
- When requested, act as the focal point for coordinating USAID field visits to project locations, inclusive of providing GPS coordinates and vehicle information, and managing the schedule of the trip
- Act as the focal point for collaboration with other USAID implementing partners in Juba, as requested, attending meetings and coordination forums. Oversee coordination at the field level in conjunction with the field teams
- Maintain key contacts from other implementing partners to ensure clear channels of communication are always available

#### **Education and certifications:**

Bachelor’s degree in communications, English, or similar field - Master’s degree desirable

#### **Competencies and Experience:**

- Five (5) years’ experience of working in reporting / communications and other relevant roles
- Previous experience working on and writing reports for USAID projects or other development partners is highly desirable
- Previous experience with USAID branding and marking regulations highly desirable
- Excellent English writing and verbal communication skills. An understanding of Arabic and other languages where Shejeh Salam implements preferred
- Demonstrated copywriting, copy-editing, and proof-reading skills
- Demonstrable knowledge and experience in managing and developing content for a broad range of communications tools, specifically content for social media platforms, developing



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- case studies and success stories, briefings, and press releases. Experience in managing external communications and public relations related issues preferred
- Excellent skills in Microsoft Office (especially Word, and Excel) and online management systems. Experience in database management preferred
- Is proactive, has strong prioritization skills, and ability to work cross-culturally
- Experience developing relationships both internally and externally, has strong interpersonal skills and is enthusiastic
- Excellent time management
- Demonstrated problem solving and analytical skills, good judgement, and strong attention to detail
- Experience training and mentoring staff preferred
- Have a good understanding of local and national context, and an understanding of conflict issues at the state, county, Payam, and Boma levels

#### **DT Global Core Competencies:**

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

#### **Application Process:**

To apply, please send your CV and Letter of Motivation as one single document to [shejhsalam-administration@dt-global.com](mailto:shejhsalam-administration@dt-global.com). Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees including active work emails and phone numbers; and DO NOT submit any other recruitment documents at this time. In the email subject line, include the title AND location of the position you are applying for, as advertised at the top of this job vacancy announcement. Please apply electronically, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. The deadline for submissions is **Thursday, December 20, 2022, at 09:00AM, CAT**. Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

*DT Global South Sudan/Shejeh Salam is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.*

