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S/inspector of labour



JOB VACANCY – INTERNAL & EXTERNAL

Vacancy No: CRO-Jub-2023-06 -08-125 N

ROLE PROFILE

Title: Communications & Reporting Officer

Location: Juba, South Sudan

* This role is classified as requiring advanced pre-employment checks

Duration: 12 months with possible extension

1. Accountabilities

Department: Program

Reporting to: Grants & Reporting Manager

Direct reports: N/A

Budget responsibility: N/A

2. Context

About Relief International

RI is active in 15 countries around the world, including some of the most fragile: Afghanistan, Bangladesh, Iran, Iraq, Jordan, Lebanon, Myanmar, Pakistan, Philippines, South Sudan, Sudan, Syria, Turkey, and Yemen. Often, RI is the only organization providing assistance to highly vulnerable communities.

- Globally RI employs about 5,000 staff and auxiliary workers
- 97% of staff are local nationals and about 90 international (expat) staff

About South Sudan Country Program

Relief International (RI) has been active in South Sudan since 2006 and operating across the Upper Nile State meeting the needs of the most vulnerable communities. In addition to its head office in Juba, RI operates six field offices in the counties of Maban, Longechuk, Maiwut, Renk, Melut and Nasir in Upper Nile. We deliver an integrated response to the humanitarian crisis in the Upper Nile State, directly providing life-saving Health and Nutrition, WASH, Economic Opportunity and Protection services through a conflict sensitive approach to refugees, IDPs, returnees and rural host communities, targeting particularly at-risk individuals and households. Given the fluidity of the emergency in South Sudan, Relief International's response has remained highly flexible, responding to people's most pressing needs.



Africa/ Asia Region

RI operates in nine countries in the Africa/Asia region: Afghanistan, Bangladesh, Iran, Myanmar, Pakistan, Philippines, Somalia, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implements a range of emergency response and development programs valued at approximately \$55 million USD on an annual basis.

3. Purpose of the role

RI is seeking for a motivated person to support across RI-South Sudan humanitarian program portfolio. The Reporting and Communication Officer is fully responsible to ensure that all information and data from the field is captured, documented, analyzed and reported in a results-based and timely manner for donors and internal purposes for RI South Sudan. This includes, but is not limited to, support finalizing grants, communication and information management, as well as assisting programs team in other tasks.

4. Key responsibilities

Reporting:

- With input from the overall program team, help produce high-quality program progress reports as per donors and RI requirements;
- A key responsibility in the preparation, quality assurance, and compliance, and submission of donor reports;
- Provide high-quality editing and formatting for all program related documents and lead visibility;
- Provide through progress reporting a continuous analysis of the achievements, facilitate project review, evaluation and audits (if relevant);
- Support program staff in organizing and managing seminars, workshops, press conferences and field visits as required;
- Provide relevant expert services to the project management unit, program components and implementing partners on reporting and communications;
- Improve information management across emergency and humanitarian programming portfolio, including through communication with communities and support 2-way feedback mechanisms.
- Develop and maintain the program documentation system in collaboration with other departments, including M&E;
- Other duties as needed

Communication:

- Ensure effective communications, visibility and knowledge management within RI South Sudan and to an external audience.
- Develop, implement and monitor a communication and visibility plan to facilitate better understanding among partners and government about RI as an organization and program progress, including factsheets.
- Facilitate advocacy and communication processes across all humanitarian programming;
- Undertake field visits to gather the information and results related to the program, and prepare relevant field visits reports and communication materials.
- Support RI external representation to donors, UN, and other stakeholders;



Culture and conduct

- Demonstrate and uphold RI's values, ethics and compliance, and diversity, equity and inclusion
- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve
- Support systems that prevent sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies
- Support other compliance related activities as directed by supervisor

5. About you.

Skills, knowledge and experience required for the role.

Essential criteria

- Bachelors in International Development, communications, journalism, social sciences or related field in alignment with the relief and development sectors;
- A minimum of 3-5 years of reporting and program experience in the INGO/Humanitarian field;
- Familiarity with USAID, DFID, EC, ECHO, UN regulations; especially UN and UNICEF rules and guidelines desirable;
- Extensive experience in communication, reporting, documentation, publication in relation to the INGO/Humanitarian sector;
- Excellent written and spoken English skills;
- Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently;
- Experience in emergency response and conflict/IDP setting desired.

Desirable criteria

- Analytical skills and strong organizational skills
- Knowledge of related legislations of South Sudan
- Ability to speak local languages in Upper Nile, Arabic strongly desired
- Proactive, open minded and solution oriented

6. RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as "Do No Harm," Relief International Values:

We value:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability



Note:

The role of the **Communications & Reporting Officer** cannot be limited to the specific duties and tasks detailed herein. The success of the RI humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the Communications and Reporting Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required

7. How to apply



Aspiring applicant should complete the **Job application form**, which can be collected at Relief International office in **Juba**, or this form can also be downloaded from same website where this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked Communication & Reporting Officer **NO. CRO-Jub-2023-06 -08-125 N** to Relief International main office in **Juba**

OR

Send your completed job application form and supporting documents via Email to recruitments@ri.org

Deadline: 6/July/2023 SSD local time.

- Females are highly encouraged to apply

Only shortlisted applicants will be contacted.

Relief International has a zero-tolerance policy for unlawful harassment, sexual exploitation and abuse. Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.

All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

