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Job Advertisement

Position Title:	NGO Forum Communications Officer
Position Type:	National Staff
Location:	Juba
Work Station:	Secretariat Office, Juba, South Sudan
Reporting to:	South Sudan NGO Forum Secretariat Director or Designate

South Sudan NGO Forum:

The South Sudan NGO Forum is a member organisation, supporting the operations of about 114 International NGOs and 236 National NGOs providing humanitarian, development and peacebuilding work in South Sudan. The NGO Forum Secretariat coordinates the work of one of the largest NGO Forums in the world, supported by INGO, NNGO and Joint steering committees. This includes coordination, information sharing, advocacy, policy/position paper production, government/donor/UN engagement and engagement on other vital issues regarding humanitarian relief, recovery and development.

Summary of primary functions

The South Sudan NGO Forum Secretariat Communication Officer is responsible for supporting the work of the NGO Forum Secretariat Communication Advisor in giving visibility to the work of the NGO Forum as well as supporting external engagements locally, regionally and internationally.

The South Sudan NGO Forum Secretariats Communication Officer will also be responsible for the production of a wide range of information and communications products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot programmes etc.). They will also work alongside the NGO Forum Secretariat Information Advisor to compile and design NGO Forum publications, such as the Annual Report and e-bulletins, establish internal information sharing systems and provide recommendations for internal Secretariat information and communications management.

Key responsibilities

Main duties and responsibilities

1. Lead and advise the planning and design of activities and initiative for common communications, advocacy and outreach initiatives in line with the Forum Secretariat’s communication strategy
 - Plan, elaborate and execute activities in line with NGO Forum Communications Strategy.
 - Support quality assurance of the Secretariat’s common interventions and advise the Secretariat communication stakeholders on outreach activities to ensure coherence and accuracy.
 - Identification and development of storylines for publications and substantive articles to be published on web and other media outlets.
 - Constructive and timely advice to the Communications and External Engagement Adviser and/or Secretariat Director on communications and advocacy relevant to the objectives of the NGO Forum.
2. Advise and support the NGO Forum Secretariat Advocacy advisor in their capacity to advise the NGO Forum Secretariat Director


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- Prepare and support formulation of background notes, speeches and talking points for public appearances.
 - Advice on outreach activities with press and other communication target groups.
 - Support the drafting and dissemination of common press releases commemorating international days and other major events relevant to NGOs and their operations in South Sudan.
 - Support the development of project/program communication products in liaison with Information management officer and policy advisor ensuring adherence to the South Sudan NGO Forum standard communication and branding guidelines.
3. Editor of the NGO Forum Secretariat's online communication tools to ensure credible and reliable information, running and maintenance.
- Lead the updating of the Secretariat online communication tools in terms of content and raise the public awareness of the different online channels.
 - oversee/supervise the development and editing of various communications products (newsletters, annual reports, brochures. etc) to ensure that multiple stakeholders clearly understand the role of the South Sudan NGO Forum and its members.
 - Supervision, preparation and dissemination of the content on the NGO Secretariats online communication tools ensuring consistency of the materials.
4. Facilitation of knowledge building and knowledge sharing within the Secretariat and their stakeholders
- Analyse and support monitoring of communication activities and assessment of impacts and results.
 - Conduct weekly or daily media monitoring of relevant updates, share analysis periodically with line manager, general management team and staff, either through writing or by presentations.
 - Effectively respond to inquiries for information material and knowledge products.
 - Supports the production of key messages including the promotion of the NGO Forum's mandate, mission and purpose in South Sudan, and on a wide variety of issues driven by members' needs for a wide variety of audiences including; donors, the United Nations, the government, the state, and journalists.
 - Build relationships with NGO member communication counterparts and identify opportunities to work collaboratively in the production of outputs.
 - Support the development of innovative and creative solutions to sensitive strategic public communications issues.
 - Identification and development of best practices and lessons learned directly linked to the NGO Forum's goals and activities.
 - Providing sound contributions to knowledge networks and communities of practice including NGO Forum's stakeholder communications repositories.


PERSON SPECIFICATION: NGO Forum Communications Officer

	ESSENTIAL	DESIRED



<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> ● Must be a South Sudanese national ● University degree in communication, Journalism, Publishing or related fields. ● 2-3 years demonstrable experience at national and/or international level in public relations, communications and advocacy. ● In depth knowledge of the local and international media represented in South Sudan. Understanding of development paradigms and socio-political situation of South Sudan. International experience is an asset, especially within NGO context, SDGs and other global initiatives. ● Experience with desktop publishing tools (InDesign, Photoshop). ● Good verbal, written and interpersonal communication skills to interact with other team members, senior support personnel, high-level personnel and stakeholders. 	<ul style="list-style-type: none"> ● Professional qualification in communication, Journalism, Publishing or related fields. 
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> ● Excellent communication, writing and drafting skills required. ● Diplomacy, tact and patience. ● Ability to focus on a variety of tasks within a deadline-driven environment. ● Ability to communicate and work closely with a variety of people within a multicultural environment. ● Take initiative/self-starter. ● Concise and analytical thinking. ● Organised and resourceful. ● Work and follow-up independently with minimal supervision and maintain flexibility in working hours. ● Experience from South Sudan is desirable. ● Proficiency in English and Juba Arabic languages. 	<ul style="list-style-type: none"> ● Experience with an NGO will be an asset ● Flexible to work for longer hours as situation may dictate
<p>SKILLS/ ABILITIES</p>	<ul style="list-style-type: none"> ● Demonstrated understanding of humanitarian operations and development issues; ● Demonstrated ability to draft concise and informative copy in English for a range of uses from detailed progress reports to media releases; ● Demonstrated ability to analyse complex information and to draw out the key points and issues and to 	<ul style="list-style-type: none"> ● Proven skills in use of MS excel ● Ability to speak Juba Arabic clearly

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	<p>present these in a way that can be easily understood; in realising these opportunities;</p> <ul style="list-style-type: none"> ● Planning and Organizing ● Demonstrated ability to develop clear goals that are consistent with agreed strategies; ● Adjusts priorities as required, monitors and adjusts plans and actions as necessary ● Foresees risks and allows for contingencies when planning; ● Communication ● Speaks and writes clearly and effectively; ● Able to handle complex information and data and convey clear messages; ● Teamwork ● Works collaboratively with colleagues to achieve organisational goals; ● Builds and sustains relationships with key stakeholders (external, bilateral, multilateral, public and private). ● Leadership and Self-Management ● Focuses on result for the client and responds positively to feedback ● Consistently approaches work with energy and a positive, constructive attitude ● Demonstrates openness to change and ability to manage complexities ● Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills 	
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> ● Trustworthy and responsible ● Willing to work under minimal supervision ● A dedicated and flexible team player. 	<ul style="list-style-type: none"> ● Patient and tolerant ● People person-Can present a caring face of the NGO Forum

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OTHER COMMENTS:

- All roles require a DBS/Police check
- Tearfund is a member of the SCHR Misconduct Disclosure Scheme
- Personal identification information will be submitted against a Watch list database to check against criminal convictions as a counter-terror measure
- We have a ZERO-TOLERANCE to Sexual exploitation and abuse.

How to Apply

If you are the candidate we are looking for, please submit your CV and cover letter only in English as well as NGO Forum application form- which is attached with the Job Advert, located in ECSS Compound, Hai Jerusalem detailing your experience for the post and include your daytime telephone contact, or through our email address. southsudan-recruitment@tearfund.org

We encourage all applicants to submit their applications online through our recruitment email. Indicate the title of the job you are applying for.

- Closing date for receiving applications is 20th September 2024 at 5:00pm CAT.
- Female candidates who meet the qualifications are strongly encouraged to apply.

NB: Due to the urgency of the position, applications submitted will be reviewed on a rolling basis, and should there be a suitable candidate, the position may be filled before the deadline for applications.

Only short-listed candidates will be contacted.

