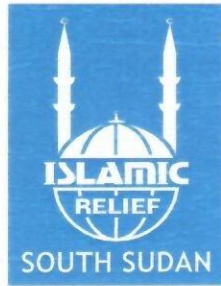
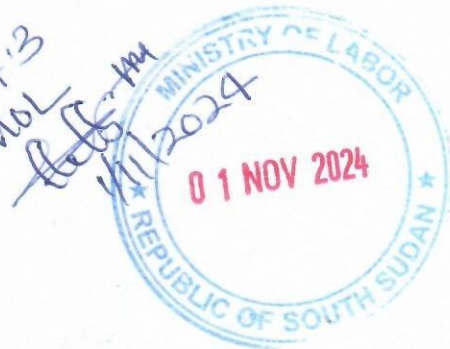


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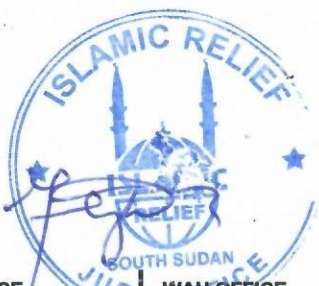
Date: 1st November 2024

Job Advertisement: Media & Communications Officer (Temporary Position)

BASE LOCATION: Juba, South Sudan (with frequent visits to the programme areas)
REPORTING TO: Country Director
LINE MANAGEMENT RESPONSIBILITIES: <ul style="list-style-type: none">• NA
JOB PURPOSE: <p>The Media and Communications Officer will lead, develop, and deliver all aspects of Islamic Relief's Media and Communications work in South Sudan. The post holder will also develop, implement and monitor communications and visibility/branding plans. He/She will participate in gathering, compiling, documenting, archiving, updating, packaging, and sharing of critical information. This information is key to support the achievement of country programme goals in marketing, fundraising, external influencing, and branding. The post holder will document human interest stories of Islamic Relief's projects in South Sudan and share them on the IR Digital and other online platforms through compelling photos, short videos, blog posts and social media updates.</p>

KEY WORKING RELATIONSHIPS

- Works closely with the Country Director and also in close coordination with the Head of Programmes, sectoral/ technical leads at country level.
- Closely works with Field office Coordinators and Programme teams at the field level.
- Maintain a cordial working relationship with Communication Officers of donors and IR Partners.



MAIN OFFICE
IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema, P.O Box 353
Juba South Sudan
Tel: 0922680304

WAU OFFICE
Hai Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE
Along the Warrap - Akop Road
Tel: 0920522368

KAPOETA
Narus Compound
Diocese of Torit
Tel:0925609594

Website: www.islamic-relief.org
RRC Reg No.051

SCOPE AND AUTHORITY

Scope of the Role:

This position will provide communications-related functions for Islamic Relief South Sudan. The successful candidate will serve as a media and communication officer documenting IR's works in South Sudan through photos, videos, case studies and cover success stories of programme beneficiaries and staff in IR's project areas. The compelling photos, videos, blog posts and social media updates will be shared on the IR Digital and other online platforms.

In addition, s/he will work closely, as needed, with our corporate partners to execute employee engagement events and activities. Additional activities may involve supporting IRW Regional and Global communications efforts.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The following are the main responsibilities that the role holder will be accountable for:

Key Accountability 1: Raise Awareness of IR's work in South Sudan

- Arranging national and international media visits and media coverage.
- Cultivate and nurture media relations with local and where applicable international journalists. Maintain an updated media contacts list.
- Assist in development of detailed itineraries and programmes for visitors and events related to IRSS' projects.
- In consultation with the Country Director provide external representation and communication. Seek opportunities to maximise impact and visibility of IR South Sudan's work.
- Increase IR partner engagement on South Sudan emergency responses by regularly sharing compelling content to be used in media, communications, and campaigns. Assist in providing updates to inform policy messaging and advocacy work.

Key Accountability 2: Produce and develop communication material for all projects

- Develop communication materials for projects in collaboration with programme staff as per the project communication plans. These includes write blog posts and articles, take high quality photos, and shoot and edit short, compelling videos. Turn stories into web and online formats such as social media posts.
- Work closely with the logistics team to ensure that quality media materials are printed and delivered on time.



<ul style="list-style-type: none"> • Coordinate blogs, case studies, and human-interest stories to be used for media pitches, social media, and other communication needs. • Maintain and regularly update media pitching document outlining key potential story ideas, information regarding where IR works in South Sudan, and what journalists can expect to see and do during a facilitated visit.
<p>Key Accountability 3: Capacity Building</p> <ul style="list-style-type: none"> • Train and capacity build IRSS staff on writing, photography, and videography. • As requested by the programme team, provide any capacity building or training for communities and volunteers.
<p>Key Accountability 4: Maintain and regularly update IR South Sudan Website</p> <ul style="list-style-type: none"> • Regularly maintain the IRSS website, developing new content and communicating stories of IR's work in South Sudan. • Working in consultation with the ICT Officer for any necessary technical support of managing the website.
<p>Key Accountability 5: Any other duties assigned by the Line Manager</p>

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and sympathy with Islamic Relief's values and principles as well as commitment to Islamic Relief Worldwide vision, mission and core values.

Experience, Competencies and Qualifications

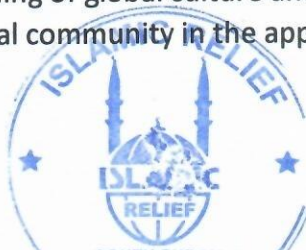
Required Competencies

Knowledge

- A minimum qualification of a first degree in journalism, social sciences and/or social work is desirable.
- At least 2-3 years of similar experiences in development projects with specific experience in digital journalism, social media tools (especially Twitter, Facebook, and Instagram), and writing for the web.

Key competencies and experience:

- Committed to Islamic Relief Worldwide values and code of conduct
- Excellent communication in English and Arabic (both verbal and written fluency required), and any other national language would be an added advantage.
- Proficiency in conducting interviews with diverse stakeholders including community members and others benefitting from IR's projects
- A high level of analytical and conceptual skills along with understanding of issues related to the social, economic, and political context of poverty, and governance.
- Understanding of global culture and ability to tell the local story that will appeal to the international community in the appropriate medium



- Significant experience (personal and/or professional) in using social media tools: writing and/or designing compelling posts, understanding of how to develop content that will inspire the target audience to like/share, and ability to tell stories through these social media.
- Excellent photography/videography skills in shooting natural-looking portraits and conduct on-camera interviews. Ability to edit content into short web-friendly videos.
- Basic computer skills are vital for this role.
- Ability to plan and organise a substantial workload that includes complex, diverse tasks, and responsibilities
- Sensitivity to cultural differences
- Knowledge of media law in South Sudan
- Able to build the capacity of others
- An ability to work under pressure with limited support and in difficult/harsh environments.
- High level of integrity

- **How to apply**

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: IRSS.recruitment@islamic-relief.com.ss

Hand delivery to IRSS Juba country office not later than the deadline of Wednesday 20th November 2024 at 4pm local time.

Only shortlisted candidates will be contacted.

- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

