



JOB ADVERT COMMUNICATIONS COORDINATOR AFRICAN PARKS

Position:	Communication Coordinator
Reports to	Country Representative

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015.

Set up in response to an identified need to strengthen the human resource sector in South Sudan, we are dedicated to transforming the human resources landscape in the country. We provide quality holistic HR services to businesses, organizations and job seekers, making HR and broader organisational processes easier, more transparent, fair, and respectful for all, with a focus on South Sudanese talent at all times.

African Parks (AP) is working together with Imatong Employment Solutions, to identify a communications coordinator to support AP’s work in South Sudan.

About African Parks

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan. Boma and Badingilo National Parks are located in South Sudan’s equatorial region with a combined area of 30, 000 KM 2. The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM2, and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

Job Summary

Design and implement a communication and public relations strategy for Boma and Badingilo Parks, drafting and editing content for numerous channels including managing social media accounts, updating website content, and preparing the park's participation in tourism and



biodiversity fairs. It also includes managing a database of images, producing marketing materials, maintaining relationships with stakeholders and the media, and ensuring compliance with park rules for media visits. Additionally, the role requires staying informed on relevant international publications and ensuring stakeholders receive regular updates on the park's activities.

Assist the AP communications team across a broad range of activities, including but not limited to logistical and administrative coordination; drafting and editing content for numerous channels; database management; event and meeting planning; procurement; and other things needed to support the communications team across the two Parks (Boma & Badingilo National Parks).

Duties and Responsibilities

The scope of the Communications Coordinator will include but not limited to:

- Develop and manage Boma & Badingilo local Media, Advertisement and Communications strategy and plan in coordination with the African Parks Media and Communications team.
- Coordinate all arrangements for media, photographers, and filmmakers in and out of the Parks in coordination with the AP Media and Communications team and the ROM.
- Assist with compiling, proof-reading and finalizing media contracts and agreements.
- Manage materials and merchandise to meet organizational needs and for key events.
- Help catalogue online systems including the photographic database, Dropbox, Lightroom, MailChimp, Salesforce, and other living documents.
- Oversee the compiling information for media materials, including Q&As, one-pagers, press releases, and media assets when needed.
- Manage and continuously update online social media platforms (Facebook, Instagram, Twitter).
- Create and manage important calendar days (i.e intl Celebrate world giraffe, lion, and elephant days in communities June 21, Aug 10 and 12th), helping to identify and plan for key events of relevance to African Parks and stakeholder engagement.
- Coordinate closely with African Parks Media and communications department.

Required Skills and Experience

Bachelor's degree in Communications, Public Relations, Journalism, Marketing, or a related field or at least 3 years' experience in local media and communications in South Sudan

- Proven experience in creating and managing communication strategies, public relations activities, and media relations.
- Proficiency in managing and creating content for social media platforms, including understanding audience engagement and analytics.
- Skills in preparing and designing content, including written materials and visual elements for websites, social media, and marketing materials.



- Ability to plan and prepare proposals for participation in tourism and biodiversity fairs, including logistics and promotion.
- Experience in producing marketing materials, managing institutional branding, and ensuring consistent visual representation of the park.
- Capability to maintain and update stakeholder lists, providing regular feedback and progress reports to various internal and external stakeholders.
- Experience in liaising with national media, ensuring adherence to park rules and effective coverage.
- Ability to manage a database of images and other media assets, ensuring they are organized and accessible for communication and marketing purposes.
- Ability to follow up on and utilize relevant international publications to enhance the park's visibility and align with global best practices.

Application Process:

Interested candidates are asked to provide their current CV and cover letter, expressing their motivation for applying and their relevant experience/expertise.

The applications are to be submitted to:

Online at <https://imatongemploy.com/job-application-form/>

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping. Please contact +211 921 277 383 for directions.

Applications will be reviewed on a rolling basis and should not reach later than **10th December 2024 at 5pm.**

Please note that due to the anticipated volume of applications, only shortlisted candidates will be contacted. We thank you for your interest in joining African Parks!

