



COMMUNICATIONS OFFICER

JOB DESCRIPTION

1. Identification

1.1	Job Title	Communications Officer
	Job Grade	
	Reporting to	Head of Programmes, South Sudan
1.2	Directorate	Programs
1.3	Physical Location	100% Juba

2. Main Purpose of the Job

To manage communications to create awareness, visibility and a positive image that promotes the objectives and achievements of Amref Health Africa in South Sudan.

3. Reporting Relationships (Supervisor and Subordinates)

Reporting to the communications manager corporate

4. Scope of job

4.1 Other resources under your responsibility

- Office files and equipment, external hard drives
- Computer, printer
- Various communication reports

5. Principal Responsibilities

Key Responsibilities	Main task	EXTENT OF DISCRETION (full, partial or none)
Program documentation	<ul style="list-style-type: none"> • Develop a communications plan for each project • Document projects, combining audio and visual tools • Produce the annual program report 	
Dissemination	<ul style="list-style-type: none"> • Maintain a database of key stakeholders • Develop and maintain a mailing list for Amref SS • Share program results with stakeholders on a monthly basis 	
Donor reporting	<ul style="list-style-type: none"> • Edit all donor reports to ensure quality • Design donor reports in a reader friendly manner 	

Business development	<ul style="list-style-type: none"> • Edit grant proposals to ensure quality • Design grant proposals to meet organizational branding standards 	
Branding	<ul style="list-style-type: none"> • Brand Amref South Sudan buildings, vehicles, and other assets to meet corporate branding standards 	
Event management	<ul style="list-style-type: none"> • Manage both internal and external meetings and events • Rapporteur at quarterly program meetings and external meetings with partners 	
Media	<ul style="list-style-type: none"> • Manage media activities for Amref South Sudan. Implement a communication and media plan to advance Amref Health Africa work in South Sudan including media field trips. 	Full
Visibility	<ul style="list-style-type: none"> • Contribute to the creation and publishing of a positive public image for Amref Health Africa in South Sudan representing Amref Health Africa views and interests to the public through digital and social media platforms: <ul style="list-style-type: none"> ○ Manage the Twitter account for Amref SS ○ Manage the Facebook page for Amref SS ○ Update the SharePoint with Amref SS information ○ Produce quarterly newsletter for Amref SS ○ Develop branded IEC materials for projects ○ Maintain Amref SS website 	Full
Networking and advocacy	<ul style="list-style-type: none"> • Identifying and pursuing opportunities for partnerships with local media, corporates and like-minded organisations for knowledge sharing, advocacy and fundraising opportunities 	Partial
Information management and dissemination	<p>Consistently update and maintain organisation Communication tools – the website, newsletters; brochures;</p> <ul style="list-style-type: none"> • Develop, manage and actively contribute to the organisations online communities - blogs, Facebook, Twitter; • Devise and implement an annual communications plan and social media strategy; • Create, design and release communications content; • Liaise with directorate programmes and projects to gather and upload approved content • Develop and maintain Amref South Sudan Resource Centre • Maintain a repository for donor and program documents 	Full

Marketing	<ul style="list-style-type: none"> • Develop and implement a marketing plan for the organisation’s websites and • Provide communication and media support to prioritised special events, workshops, meetings and conferences. • Raise awareness through media of the value and impact of major projects implemented by Amref Health Africa in South Sudan. 	Full
Reporting	<ul style="list-style-type: none"> • Provide case studies and human interest stories for inclusion in the monthly, quarterly and annual reports • Compile, analyse and disseminate information for Amref Health Africa in South Sudan. 	Full
Technical support	<ul style="list-style-type: none"> • Develop and implement new communications tools; - blogs, Facebook, twitter and website • Write, edit and oversee the production of publications, including newsletters, scientific reports • Provide necessary writing/editing support of project technical reports. • Lead new approaches to create and distribute multi-media content to the supported projects. 	Full
Crisis Communication	<ul style="list-style-type: none"> • Monitor online and digital sphere to manage Amref Health Africa’s reputation in South Sudan. • Advise the organisation on appropriate responses using digital platforms • Member of Crisis Communications Team 	Full
Monitoring and reporting on Amref Health Africa in South Sudan web usage	Analyse web statistical data and creating quarterly reports.	Full
Security	Assist in the administration of security and hosting of all communication tools to ensure maximum “up-time”.	Partial
Capacity building	<ul style="list-style-type: none"> • Provide support and training to Amref Health Africa communication tool users. 	Partial

6. Any other tasks

The communications officer will represent the communications department in various committees

- Programme Technical Committee (South Sudan)

7. Required Qualifications

7.1 Education and knowledge

- Bachelor’s Degree in Communications, Journalism or any related discipline

7.2 Experience

- Four (4) years’ experience in website development and management, Marketing, Public Relations, Media campaigns, and/or Non-profit Communications
- Experience in writing for the web including web editorial experience and editing of other publication types
- Strong awareness and experience of communications and social media platforms
- Experience in developing, optimising and incorporating multimedia content (e.g video, webcasts and blogs) into websites
- Ability to express technical concepts in clear and simple language for diverse audiences, including the general public
- Excellent writing skills in English for diverse audiences and formats. Knowledge of Juba Arabic is desirable but not required

- Experience in Risk Communications is a plus
- Proficiency in use of social networking and new media tools.

7.3 Skills

- Adobe Creative Suite applications
- Web development and programming tools
- Excellent oral, Writing and editing skills with a good command of English
- Creative with a flair for communication and design
- Team work
- Understanding of web statistics tools e.g. Google Analytics.

7.4 Competencies

- Proactive and innovative;
- Enthusiasm and drive;
- Confident;
- Integrity;
- Flexible
- Ability to work within deadlines.

Application

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team and help bring lasting health change in Africa, Please visit our website <https://amref.org/vacancies/> to submit your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include an updated CV including three work related referees and a cover letter addressed to the Human Resource Business Partner, Amref Health Africa.

The closing date for submitting applications is 26th September 2023. We regret that only short-listed candidates will be contacted.

Please do not attach certificates and testimonials to your application.

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