

Job Title:	Communications Officer
Department:	Programme Development
Duty Station:	Juba, South Sudan
Administrative Line Manager:	Programme Development Manager
Line Management Responsibility:	None

JOB PURPOSE

Support the Programme Development Team and NPSS Country Programme as a whole on public communications and outreach, to improve external visibility and gain traction from key partners, especially international missions and relevant donor agencies. Developing NPSS's ability to communicate its identity, core messages, and achievements in South Sudan to international, national and local audiences will be a key priority.

RESPONSIBILITIES

Key functions:

1. Communications strategy

- Develop and implement a communications strategy and plan for NPSS, focusing on the external environment.
- Determine key audiences, identify channels, develop messages, and monitor effectiveness of NPSS' communications efforts.
- Identify, lead and manage production of all external communications materials from concept to publication, including newsletters, reports, factsheets and copy for print and online utilization.
- Assist Head of Mission with compilation of monthly, quarterly annual and other reports.
- Enhance the positive image of NPSS by raising awareness among external stakeholders and general public of the progress and outcomes of programming.
- Manage the branding of NPSS in conjunction with NP global norms and standards and ensure the consistent application of branding guidelines, communications guidelines, and relevant codes of conduct for NP in Sudan.

2. Production of quality written (printed and media) communication materials

- Write quality communication materials such as news articles, success stories, case studies, testimonies, one pagers and any other form of written communication as requested and adapted to different target groups (staff, donors, community and state actors, outside visitors, etc).

- Liaise with the field teams to proactively seek information and news stories about their programming.
- Support the Programme Development Team in the delivery of timely and high quality reports to donors, with new infographics, quality pictures and captions.
- Contribute NPSS content to NP global website and social media platforms with regular updates and appropriate content development and management.
- Collaborate with NP global communications staff to produce press releases, media briefings, and media packs relevant to South Sudan.
- Contribute to the development of advocacy position papers and advocacy briefings in collaboration with Project managers and technical advisors.
- Ensure NPSS has up to date visibility and communication materials printed, digital or other forms of media that carefully portray protection of civilians' issues in South Sudan and the work of NPSS to respond to these issues.

3. *Media representation and networking*

- Engage with and maintain relationships with the media in South Sudan and other national forums that enable NPSS to communicate with specific or wider audiences in South Sudan.
- Proactively establish and maintain contact with key partners, especially international missions and relevant donor agency officials.
 - Cultivate relationships and conduct key partner advocacy, ensuring that key partners are informed of programme implementation progress and opportunities for collaboration.

QUALIFICATIONS AND COMPETENCIES:

A. Education, Knowledge and Experience

- Degree in Journalism or Communication, development communication, social sciences or other related fields;
- Proficiency in the use of technology and software (Microsoft Office Suite, Adobe Professional, Google Products);
- Basic photography skills;
- Willingness to assume duties and responsibilities in all communications areas, as needed;
- At least 2 year2 of experience in doing communications and media work, preferably with an NGO;
- Excellent command of the English language, both spoken and written;
- Spoken and written Dutch desirable.

B. Skills

- Creative, organizational and critical thinking skills as well as the ability to work within and across teams and with all levels of staff and stakeholders.
- Resourceful and innovative in generating new ideas.
- A collaborative team player, willing to proactively help colleagues.
- Ability to set priorities, solve problems and analyse data.
- Ability to manage information with discretion.
- Ability to communicate effectively with individuals and to work in a multi-cultural environment.

C. Other Requirements

- This posting will require travel to remote field sites across South Sudan with challenging physical conditions.