

VACANCY NOTICE NO. SSCO/TA/12/21

WHEN APPLYING PLEASE QUOTE THE POST TITLE AND VACANCY NOTICE No. as follows:

| VA No. | POST TITLE/No | LEVEL | DUTY STATION | CONTRACT TYPE | CLOSING DATE |
|---------------------|-----------------------|-------|--------------|-----------------------|-------------------|
| SSCO/VA 2014/12/001 | Communication Officer | NO-B | Juba | Temporary Appointment | 17, December 2014 |

If you are **South Sudanese National** who is passionate and committed professional and want to make a lasting difference for children, the world's leading children's rights organization would like to hear from you.

PURPOSE OF THE POST

Under the direct guidance of the Chief of Communication, the incumbent assists in planning, implementing, monitoring and evaluating an advocacy and communication strategy to get children's and women's issues into the public domain, strengthen political will in support of UNICEF's mission and objectives in the country, and enhance the organization's credibility and brand

MAJOR DUTIES AND RESPONSIBILITIES

- Ensure that the production of communication products and materials is timely executed and followed up to support country communication strategy, regional and global campaigns and priorities and to support resource mobilization as set out in the work plan. Gather content and coverage of relevant country efforts to identify effective relevant country programme activities and results. Develop complementary, country specific and local community materials and activities.
- Follow up on the production of advocacy and communication materials (e.g., films, videos, audio-visuals, etc.), and oversee the qualitative aspects of production, (e.g., quality control, translations, reviews of layout and graphic design etc.) to meet standards as set out in the Communication Toolkit.
- Effective and timely professional assistance and support are provided in developing, drafting and maintaining contact information, materials and relationships with journalists and media outlets covering all media – print, TV, radio, web etc. – in the country, to communicate the story of UNICEF's cooperation to a wider audience. Maintain and update media relations contact list/database. Ensure rapid and accurate information dissemination to the media.
- Assist in developing and maintaining close collaboration with mass media, as well as with groups and organizations whose support is essential to the achievement of advocacy and communication objectives. Regular monitoring and evaluation activities are undertaken according to the work plan to ensure maximum impact and continuous improvement of country communication efforts. Ensure results and reports are prepared and shared on a timely basis.
- Monitor and evaluate the appropriate and timely dissemination of advocacy and communication materials to target audiences, and participate in the evaluation of their impact. Monitor and evaluate the use and effectiveness of media materials. Maintain a library of coverage (clippings, coverage etc.)
- Ensure that the Country Office's contact list of individuals, groups, organizations and fora (including Government, UN, and bilateral counterparts), are maintained and further developed, whose support is essential to/can assist in achieving the advocacy and communication objectives and who support and are able to actively participate in special events and activities that further the country programme goals.
- Prepare background communication and promotional materials for briefings and visits of media, Goodwill Ambassadors, donors, National Committee representatives and other special interest groups. The task includes preparing information materials (e.g., press releases, programme summaries, country fact sheets and media kits), and assisting in the planning, logistics and administrative arrangements.

Education requirements

University degree in Communications, Journalism, Public Relations or Social Sciences preferably with additional communications training. Two years practical professional work experience in communication, print and broadcast media, or interactive digital media. International and national work experience. Field work experience (for NO). Background/familiarity with Emergency situations.

Competencies: Commitment, Diversity and Inclusion, Integrity, Communication, Drive for Result, Working With People, Analyzing, Applying Technical Expertise, Following Instructions and Procedures, Planning and Organizing, Relating and Networking

Remuneration: An attractive package will be applicable at the UN salary scale including social security benefits.

Submission of Applications:

Applications from qualified South Sudanese nationals, accompanied by updated CV in English and a completed United Nations Personal History Form, (which can be downloaded from our website at www.unicef.org/employ) should be sent to the address below **by on or before Friday 19th December 2014**. UN/UNICEF staff members are requested to enclose their 2 most recent Performance Evaluation Reports with their applications. Send application to:

Human Resources Officer

UNICEF South Sudan Country Office, Juba. OR PREFERABLY: Email: jubavacancies@unicef.org.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.