



Embassy of Italy

## “Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan”

ABAC Reference: T05-EUTF-HOA-SDN-13-01

CUP J89D16003130006

### JOB ANNOUNCEMENT for a **COMMUNICATION OFFICER ASSISTANT**

Ref: SDN13/01/2018

The Italian Embassy in Sudan assisted by the Office of the Italian Agency for Development and Cooperation in Sudan, in the framework of the program “Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan”, financed by the European Union, promotes a selection for the above-mentioned position.

<i>Brief description</i>	Ensure quality support in the organization, management and implementation of the communication and visibility activities
<i>Duty station</i>	Khartoum (Sudan) with field visits to the areas of intervention
<i>Contract duration</i>	24 months renewable, with 3 months’ probation period
<i>Salary</i>	Euro 800 month/gross
<i>Contract start</i>	At the end of the selection procedure
<i>Deadline for application</i>	<b>12:00 (GMT +2) on the 18<sup>th</sup> of April 2018</b>

### 1. MAIN DUTIES AND RESPONSABILITIES

Under the direct supervision of the Program Manager and the Communication Officer the Assistant will be responsible for:

- Support the realisation of promotional materials (banners, reports, presentations, brochure, audiovisuals, leaflets) for events or official visits/supervisions in the framework of the SDN13 project;
- Support the definition of a newsletter (in English and Arabic);
- Support – under the supervision of the Program Manager- the realisation of the Annual Report
- Support – under the supervision of the Program Manager and the Communication Officer - the update of the website and related social media pages (FB, FB, Twitter)



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- Ensure the visibility of the Italian Cooperation in the country, participating in events/workshops’ organization;
- Assist the Communication Officer in strengthening relations with local media and in the organization of press releases.
- Organize and update the local press information regarding relevant themes and news for Italian Development Cooperation and assist in the organization of the local contacts database;
- Assist in all sectoral activities that could be relevant for the coordination of the communication activities

### 3 TECHNICAL/ACADEMIC REQUIREMENTS

#### *Essential requirements*

- Bachelor in Communication or related disciplines
- Excellent knowledge of Arabic language (written and spoken)
- Excellent knowledge of English language (written and spoken)
- Good editorial abilities in Arab and English
- Good knowledge of main informatic software (Microsoft Office in particular) and proven competences in graphic and photo editing

#### *Preferential requirements*

- Good knowledge of Procedures and practical guide (PRAG) procedures
- Good experience of websites and social media contents updating methodologies (WordPress)

### 4 PROFESSIONAL REQUIREMENTS

#### *Essential requirements*

- At least 2 (two) years of documented professional experience in activities related to the vacancy object (communication, editing/media, public relations, press office)



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### *Preferential requirements*

- Previous experience in the international cooperation and development sector with INGOs, UN agencies or Cooperation agencies

### **5 SUBMISSION OF APPLICATIONS**

The submission of the application has to indicate the number of the vacancy announcement SDN13/01/2018. The applicant must attach to the application request:

- updated CV in English
- cover letter in English
- Academic level certificate in English
- valid phone number
- active email address
- copy of passport/ID-card

The deadline for the application submission is at 12.00 (GMT +2) on the 18<sup>th</sup> of April 2018. The applications received after the deadline will not be taken into consideration. It is kindly suggested to not submit an application in case the applicant doesn't fit with the essential requirements above mentioned.

The applications, mentioning the Vacancy Code, should be delivered/sent in a closed letter to **Embassy of Italy– Development Cooperation Office, Al Amarat, street 33, Khartoum** or through e-mail at [recruitment@coopitsudan.org](mailto:recruitment@coopitsudan.org).

Khartoum, the 3<sup>rd</sup> of April 2018