



KONETA
JCC SACCO Building, Ground Floor
Buluk. Juba. South Sudan
Tel: Juba +211 924 044 045



JOB ADVERTISEMENT FOR COMMUNICATION ASSISTANT
(External and Internal).

ABOUT KONETA

KONETA is a humanitarian and Development National Non-Governmental Organization in South Sudan legally registered with Relief and Rehabilitation commission (RRC). The core mandate of the organization is to drive and champion local and sustainable innovations to improve social economic status and quality of life particularly of the disadvantaged group of people (Youths, Women, children and Person living with Disabilities through provision of Digital innovations and practical entrepreneurship skills, integrated health, Nutrition, Food security and sustainable livelihood, Water Sanitation and Hygiene (WASH), Education both basic and life skilling through vocational program s, social protection and peace build interventions in order to improve the social economic status to restore the hope among the most venerable communities in south Sudan. Our ultimate goal is to reach people in the entire country to build the resilience through sustainable local innovative initiatives.

PROJECT BACKGROUND:

KONETA, is committed to promoting health and well-being in communities across South Sudan. we are implementing an innovative initiative focusing on improving the quality of Diets for young children 6-23 months through local technologies aiming at reducing all forms of malnutrition, and enhancing the overall quality of life for children and families. We are currently seeking a dedicated, result oriented and passionate **South Sudanese National** to join our dynamic team for the position of **communication Assistant** to contribute program outcome in all KONETA initiatives.

Job Title: communication Assistant - (01 Position)

Location: Juba with frequent field visits to Yei River county and other field offices within South Sudan.

Department: Protection.

Report to: MEAL officer.

Contract duration: 6 months with possibility of renewal up on performance and availability of fund.

Application Deadline: 23rd Jan 2026 at 4:00PM CAT

Start date: As Soon As Possible

Status: Non- Relocatable



Approved by
Labour office
[Signature]

Position Summary

The Communication Assistant will support the planning, development, and dissemination of high-quality communication materials that showcases all KONETA's community programs, promote accountability to affected populations, and strengthen organizational visibility among donors, partners, and communities.

Key Roles and Responsibilities

1. Content Development & Storytelling

- Collect, document, and develop stories, success cases, and human-interest narratives from nutrition and community programs.
- Support development of content for **reports, newsletters, fact sheets, briefs, and proposals.**
- Ensure communication products are accurate, ethical, and aligned with KONETA's values and safeguarding standards.

2. Media & Digital Communication

- Support management of KONETA's **social media platforms** (Facebook, X/Twitter, WhatsApp, website).
- Draft and schedule social media posts related to nutrition, food security, gender, and community empowerment.
- Support basic photography and videography during field activities, ensuring informed consent.

3. Visibility & Branding

- Ensure correct use of KONETA and donor logos in line with branding and visibility guidelines.
- Support design and dissemination of IEC materials, banners, posters, and awareness materials.
- Support organization of events, campaigns, and advocacy initiatives.

4. Documentation, Reporting & Knowledge Management

- Support timely collection of photos, videos, attendance lists, and field updates from program teams.
- Maintain an organized **digital archive** of communication materials.
- Contribute to donor visibility sections of narrative reports.
- Support documentation of lessons learned, best practices, and innovations.

5. Community Engagement & Accountability

- Support community information-sharing on program objectives, services, and feedback mechanisms.
- Ensure communication approaches are **inclusive, culturally sensitive, and accessible.**
- Promote accountability to affected populations (AAP) through clear and respectful messaging.

6. Coordination & Support

- Work closely with program, MEAL, and operations teams to ensure accurate and timely communication.
- Support partners' communication and donor visibility initiatives.



- Perform other duties as assigned by the supervisor.

Required Qualifications

- Diploma or Bachelor's degree in **Communication, Journalism, Mass Communication, Development Studies, or related field.**
- Minimum **2 years' experience** in communication, media, or documentation roles with NGOs or development organizations.
- Experience in nutrition, health, or humanitarian programming is an added advantage.

Skills and Competencies

- Strong writing and editing skills in English.
- Basic photography and videography skills.
- Familiarity with social media management tools and digital platforms.
- Ability to translate technical information into simple, community-friendly messages.
- Strong interpersonal and coordination skills.
- Attention to detail and ability to meet deadlines.
- Knowledge of safeguarding, PSEA, and ethical storytelling principles.
- Fluency in English; knowledge of local languages is a strong asset.

Core Values and Safeguarding Commitment

KONETA is committed to:

- Ethical and responsible communication
- Dignity, consent, and protection of vulnerable populations
- Transparency, accountability, and zero tolerance for misconduct

Key Note

- **KONETA** is an equal opportunity employer and encourages applications from individuals of all backgrounds, regardless of gender, ethnicity, disability, or other status.
- **KONETA** is a results-oriented organization committed to delivering measurable impact and timely outcomes. Successful candidates must demonstrate a strong drive for results, accountability, and performance excellence, while upholding human dignity, ethical standards, community respect, and humanitarian principles.
- KONETA has a **ZERO-TOLERANCE APPROACH TO SEXUAL EXPLOITATION AND ABUSE (SEA)** policy during recruitment process and all its programs. In KONETA; Sexual exploitation and abuse constitute act of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal during recruitment and any engagement with KONETA, Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior are prohibited.



- Due to the urgency of this position, applications will be reviewed on rolling bases and the position may be filled before the stated deadline if qualified candidates are identified. Interested applicants are therefore strongly encouraged to submit their applications promptly.

How to Apply:

Interested candidates should send their updated CV, a cover letter, relevant academic credentials and National ID to; hr@konetahub.org copied or hand delivered to KONETA Yei Field office located at Yei Resource Centre next to CAD or KONETA Head office Juba at JCC SACCO Building Ground floor before. **23rd January 2026 at 4:00PM, CAT.** *Qualified women and persons with disabilities are strongly encouraged to apply.* please include "Communication Assistant-Koneta-2026" in the subject line/envelope.

