Posting of Adverts on NGO Forum Website
South Sudan | Updated January 2024

Purpose of this SOP

The NGO Forum has a communication portal (http://comms.southsudanngoforum.org/) where organizations and companies can post their course/trainings, tenders or job adverts. The role of the communication platform is to make it easier for member organizations to access and share information within themselves and to the general public in South Sudan. To protect the membership from malicious and fraudulent actors, strict measures need to be adhered to in moderating the content uploaded on the platform. This document establishes and acts as a guideline on the acceptable use of the information and communication resource.

Overall responsibilities for moderation

NGO Forum information and communication staffs are all responsible for the content on the communication portal with the South Sudan NGO Forum Information Communication Officer (ict-officer@southsudanngoforum.org) being the first contact person for any moderation and other related queries.

How to post adverts or communications

1. Access the communication portal link http://comms.southsudanngoforum.org/

2. Find the Login link on the top right- hand side of the page.

3. In case password has been forgotten, click on the login link and find the forgot password link. Information on how to reset the password will be sent to the registration email address.

4. After login, click on the create new topic button this will give you a panel to post your advertisement

a) Add a description of the advert. Make it as detailed as possible

b) Upload a pdf/word attachment if any.

c) Choose the correct category to post your advert to from the categories drop-down

d) Complete the process by reviewing the advert and clicking on the create post button.

Approval Requirements

1. Advertisers in South Sudan must be a registered business/organization and will be required to present registration documentation on request.

2. All NGOs should submit a valid RRC certificate to NGO Forum before posts are considered for approval. If a member is already registered with the NGO Forum and supplied their RRC registration certificate, the NGO Forum will review the existing membership certificate from the member file.

3. Your post description includes contact details for clarifications of the tender/vacancy/course/training.

4. For international organizations or private organizations who are not operational in South Sudan and so cannot register with RRC, the organization should contact infomgr@southsudanngoforum.org to discuss posting adverts.

5. All adverts have to come from the advertising company/organization. An organization can not advertise/post on behalf of another unless express written authorization is provided.

6. Your post should be in pdf format and bear the stamp of your organization and also stamp of the Ministry of Labour if it is a vacancy.

7. Companies may be requested to present a recommendation of the advertised service rendered to NGOs operating in South Sudan depending on the nature of the advert. If this is requested:

a) The recommender should be an active member of the NGO Forum at the time the recommendation is requested.

b) Submitted verified recommendations are valid only for the year they are issued/verified.

8. All advertisers (NGO and companies) must upload an avatar or logo that is representative of the organization before their post is considered for approval.

SOP revision history

Version	Date	Policy revision
V1.0	22nd March 2021	First version
V 1.1	27th August 2021	Send version
V 1.2	19th January 2024	Third version