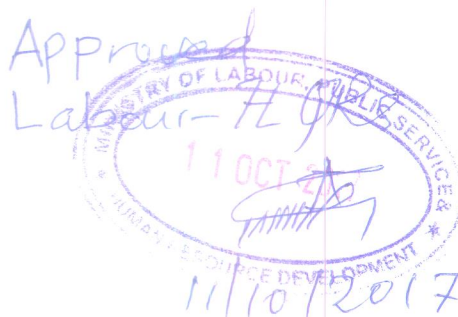




Internews
Local voices. Global change.



Job Opportunity

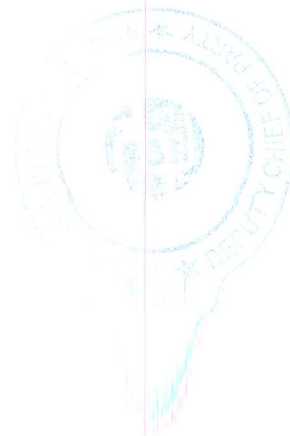
Position: Administration Officer
Location: Juba, South Sudan
Department: The Radio Community
Reporting to: Network Managing Editor, the Radio Community
Date Advertised: 11 October 2017
Closing Date: 31 October 2017

Background

The Radio Community (TRC) manages a network of small FM radio stations across the country. With a commitment to community-based public service broadcasting, The Radio Community program is currently being managed by and receives technical support through the USAID Strengthening Free and Independent Media in South Sudan (i-STREAM) program implemented by INGO Internews. Internews is an international media development NGO. Sitting in the TRC Hub in Juba and reporting to the Network Managing Editor, the Administration Officer role will support logistics, procurement, travel and administrative needs.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Assists Network Managing Editor (and Director, Community Radio) in coordinating/liasing between Internews Support Department and TRC Hub on TRC Stations/Hub needs.
- Ensures the consistent application of Internews procurement policies and procedures, as well as compliance with external donor requirements and with current legislation and statutory requirements.
- Arranges travel plans and documentation for any TRC-related travel.
- Provides administrative and logistical support, including small procurement (supplies, small equipment) for the TRC Hub and Stations.
- Coordinates support from Internews Support Department for major procurement and related logistics.
- Maintains office systems, including filing and organizing of documents.
- Collates and organizes all the materials required for TRC and reporting purposes, including attendance records, training assessments and reports.
- Helps coordinate TRC management team schedule, e.g. creates displays for upcoming activities and staff availability.
- Provides logistical and organizational support to TRC, specifically with regard to maintaining contact lists and organizing training/other events.
- This position will be cross-trained and provide backup support to the TRC Finance Officer in the TRC subgrant activities, e.g. work to support the Stations in their daily finance and subgrant/NGO related operations, Monthly Cash Projections/Monthly Cash Reporting, etc.
- During the TRC national NGO's start-up phase, duties and responsibilities will be revised to best meet the TRC Hub and Station needs.
- Any other tasks required to contribute to the smooth running of TRC activities as requested by the TRC Hub Management team.



Approved
Labour 76088
11/10/2017
11 OCT 2017
OFFICE OF THE CHIEF OF PARTY
SERVICE &
DEVELOPMENT

QUALIFICATIONS

- Supporting the start-up of a mission-driven national NGO, The Radio Community is looking for candidates who:
 - Share our vision, mission and values, and demonstrate that commitment through action – both on and off air.
 - Place listeners at the center in everything we do.
 - Bring a problem-solving, solutions-oriented attitude.
 - Demonstrate a willingness to learn and grow - to learn from mistakes and from each other (whether a manager, subordinate, peer, colleague or advisor).
 - Take pride, ownership, accountability and responsibility in your core work and the collective work of our organization.
- At least 2-3 years of experience as Administrative Officer or similar position.
- Degree or Diploma in Human Resources, Administration or similar subjects.
- Understanding of the basics of procurement policies and procedures.
- Advanced computer skills, specifically in MS Word, Excel, and Outlook.
- Resourceful and creative in providing a high level of internal customer service to the member stations.
- Demonstrate ability to work in high pressure environment with an ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- Ability to travel within and spend time at member stations in South Sudan outside of Juba.
- Willingness to work on a flexible schedule to meet goals and deadlines.
- Professional written and verbal communication and interpersonal skills.
- Excellent organizational skills.
- Fluency in English (written and spoken); Arabic and local languages a plus.
- This position is open only for South Sudanese nationals. Female candidates are encouraged to apply.

How to Apply:

- Interested candidates who meet the specific position requirements should submit a cover letter, current CV and a copy of Nationality ID card (as one file). In your cover letter, which is mandatory for consideration:
 - Clearly indicate which position you are applying for, why you are interested in working for The Radio Community, and how your experience and qualifications have prepared you for the role.
 - Remember to include a telephone number and email so we can contact you.
- Email your application to hr@theradiocommunity.org. OR

Submit a hardcopy to Internews Office:

- Internews office is located on Hai Cinema Road in between Etihad motorways and Keren Restaurant. There is large grey wall with a Warrior and Internews sign in front. The exact address is Plot 49, Block A-XII, 2nd Class, Hai Cinema, Juba South Sudan.
- Deadline: 5:00 PM, ~~Friday 13th October, 2017~~ Tuesday 31st Oct 2017
 - Due to the urgency of the recruitment, applications will be reviewed on a rolling basis before the deadline. Only shortlisted candidates will be contacted.

