

Approved



### EYE MEDIA

### Vacancy Announcement, internal/external 1 position

**Job Title:** Project Officer (Grade 5)  
**Location:** Juba, South Sudan  
**Supervisor:** Commercial Manager  
**Division:** Commercial

Eye Media (EM) is a South Sudanese non-governmental organization registered in 2012 to manage Eye Radio, a Juba-based FM station, with a vision to develop into a self-sustaining independent media institution serving all of South Sudan. Eye Radio produces detailed, objective news and information, programs with content related to education, health, agriculture and other important issues, as well as music, sports and entertainment. Since 2015, Eye Radio has been expanding its broadcast coverage to state capitals across the country.

The Project Officer has the responsibility for maximizing the commercial income streams for Eye Media including Eye Radio FM, Eye Productions as well as other program activities/content channels as assigned, e.g. Eye Radio Shortwave, Eye Radio website, etc.

#### Main duties and responsibilities

- Primarily focused on Eye Productions client (donors, NGOs, etc) business development and project implementation, but may be assigned to support corporate client-related tasks.
- Pays courtesy (prospecting) and business development calls to Eye Productions clients and other stakeholders with a view to establishing, building and maintaining excellent relationships.
- Supports the Commercial division's portfolio with a focus on Eye Productions sponsored-programs, small to medium sub-grants, production of drama series and external productions and media campaigns.
- Liaises with the division head to pitch ideas to a wide range of clientele; Supports identification and design of new projects, proposal writing, monitoring and evaluation of on-going projects and relationship management with project team members.
- Supports project management, financial and administrative management for assigned campaigns, projects, activities.
- If assigned, may manage and oversee contractors engaged for implementation of larger or specialized campaigns/contracts, e.g. Production Journalists, freelance actors, translators, etc.
- Prospects for new clients (in-person visits and/or desk research), helps to develop concepts and writes small to medium pitches/proposals. Works with Commercial Manager (coordinating closely with the Eye Radio Programming Editor for Eye Radio-related content) for concept development/sign-off before writing up a pitch/proposal and sharing with client.
- Working through the Producer, Commercial/Station Sound, coordinates all production, content delivery, scheduling and compliance/proof of play to ensure delivery/client satisfaction on contracts, campaigns, programming etc in portfolio or as assigned. Escalates any issues for resolution to Commercial Manager.
- With support from Commercial Manager, provides technical and administrative follow up of projects.
- Coordinates internal division meetings and records the minutes.
- Implements and manages small to medium project funded projects ensuring compliance to contractual agreements for on-going projects – from concept to contract signing to implementation to closeout.
- Coordinates partnership activities and ensures that all major contracts adhere to contractual agreements.
- Provides detailed reporting, and submits required reports within the stipulated time.

- Coordinates with and provides necessary financial information to Finance team, following all finance policies and procedures on invoicing, collections, financial reporting etc. Consolidates information and ensures sales team compliance, meeting monthly accounting cycle deadlines.
- Supports Commercial Manager in division administrative and management activities.
- Support community outreach events for Eye Radio.
- Responsibility to familiarize and adhere to Eye Radio policies and Eye Media organizational policies and procedures (Staff Handbook, conflict of interest, etc.)
- Responsibility to conduct oneself at all times in a way which maintains the Eye Media and the station's high standards of professionalism and is consistent with the Eye Media mission and values.
- Travels in Juba, within South Sudan or other locations if/as assigned.
- Performs other duties as assigned by the Commercial Manager who may adjust work hours based on program/organizational requirements.
- Approx split of time: 50% Business Development; 50% Project Management, Implementation and Production Support/Other.

### Qualifications

1. Degree in a relevant field (Project Planning and Management, Commerce, Business Administration, Marketing, Communications) or equivalent relevant experience.
2. Demonstrated experience in project planning/management and implementation.
3. An understanding of media and communication for development
4. Computer literacy required.
5. Excellent English language communication skills, both oral and written, spoken Arabic is an added advantage. Other local languages a plus.
6. Excellent critical and creative thinking and analytical skills.
7. Experience in program administration/management/execution, operating procedures, oversight and monitoring and reporting.
8. Ability to work with database applications.
9. Knowledge of project funding procedures and guidelines.
10. Self-motivated and able to work in a fast-paced, deadline-driven environment.
11. Excellent interpersonal skills, communication & influencing skills.
12. Initiative, adaptability, good interpersonal and well-developed organizational skills.
13. Ability to work effectively under pressure.
14. Be able to work both independently and/or in a team.
15. Awareness, understanding of, and demonstrable support of Eye Media mission and values.
16. Ability, initiative and willingness to support tasks and colleagues across teams/divisions as needed (offering to assist when need is observed) or as assigned.
17. Willingness to learn new skills and pass on skills to support the development of one's colleagues.
18. Ability to positively receive constructive criticism and proactively apply it to develop oneself.
19. Ability to work well with others and foster a positive, healthy, collaborative work environment.

### **Instructions for applicants:**

Interested candidates who meet the above requirements should submit their updated CV, cover letter and copy of Nationality ID card to Eye Radio compound at Korok, Block 1 Plot 48 opposite South Sudan Beverages Limited (SSBL) or via email to [EyemediHR@eyeradio.org](mailto:EyemediHR@eyeradio.org) and copy to [eyemedijobs@gmail.com](mailto:eyemedijobs@gmail.com).

The deadline for receiving applications is 29 May 2017 at 5:00 pm. This position is open to South Sudanese nationals only. Female candidates are encouraged to apply. Only shortlisted candidates will be invited for interview. Applications once received are not returnable. Please do not submit your original certificates.

