



Vision: A country where people can make informed decisions about their lives
Mission: Sustainable radio stations that inform, educate and entertain
Values: Accuracy - Fairness – Independence.

Postion	Communication & Donor Liaison Officer
Location	Juba South Sudan with frequent travels to TRC Radio Stations
Reporting	Network Managing Editor
Date Issue	May 31, 2019
Applications Deadline:	June 21,2019

The Radio Community (TRC) is a South Sudanese national NGO that manages a network of six radio stations across the country with a commitment to community-based public service broadcasting. The Radio Community is established as 100% South Sudanese NGO with support from INGO partner Internews.

JOB OVERVIEW /SUMMARY:

The Radio Community is currently looking for a competent person to fill the position of Communication & Donor Liaison Officer. The successful candidate will be based in Juba and frequently travel to the TRC stations as part of his/her research to:

- Build strategic relations at the local and national level.
- Gather information and quotes from the people about the TRC network.
- Collect data about station programming and write success stories for the donors and partners
- Promote each TRC individual station’s brand.
- Work closely with the Network Managing Editor to strengthen monitoring, evaluation & reporting.
- Build strategic relations with donor’s and partners.
- Work under the direct supervision of the network managing editor.

Main duties and responsibilities

Donor Reporting

- Draft interim monthly reports, monthly reports, quarterly reports, annual reports and any other special reports of TRC in South Sudan per USAID reporting requirements and using AP writing style.
- Make sure all report files are properly named and saved in the server.
- Work closely with the TRC news and program editors to provide summarize of the programmatic highlights and daily news reports.
- Work closely with stations to collect, verify, and report on different data points with particular attention to indicator progress and reporting per USAID approved Monitoring & Evaluation Plan (PMEP) and Work Plan and other partners reporting requirements.
- Manage sub-grants reporting tracker and ensure it is kept up to date with the reporting of all approved sub-grants.



Internal and External Communications

- Work with network managing editor and technical support advisors, mentors and staff to pitch, develop, edit, and finalize Success Stories that demonstrate impact and to present program output to the donors and partners.
- Manage and maintain project photo archive using appropriate platforms by uploading and tagging photos on a regular basis, and responding to internal and external requests for TRC photos.
- Manage and maintain database of impact quotes from various stakeholders, listeners, radio association members across the stations on a regular basis, and responding to internal and external requests for TRC quotes.
- Support the network managing editor in media sales, business proposal development, fundraising strategies, implementation and report writing.
- Oversee internal and external suppliers and partners (advertisers, agents, media partners) to ensure that processes are streamlined, effective and assisting the overall aim to grow income and to promote excellence in briefings and campaigns to the satisfaction of internal and external parties thereby protecting and promoting the TRC brand.
- Work with stations news and program editors in organizing radio associations meetings and documented the meeting outcomes.
- Update project fact sheets that provide summaries of departments and activities, key highlights, and contact information, with input from the stations and TRC Hub.
- Work closely with TRC network managing editor and network engineer to develop and update TRC infographics such as the year in review, activities maps, and impact reports.
- Draft internal monthly project newsletter highlighting staff achievements across project sites with the support of from the network managing editor and input from project staff.
- Support the network managing Editor in organizing the board meetings and development of board strategies or fundraising events.
- Perform other duties as assigned.

Research & Communication

- Promote positive relations with partners, clients and vendors/suppliers.
- Participate in the development of new project concept note, bidding for new funding proposals development.
- Coordinate, monitors, programs income/earned projections and collections, and ensures that TRC income is properly booked.
- Provide effective marketing research and drive forward an integrated marketing activities.
- Take TRC brand to the next level, ensuring that it works for, and is embedded in, all parts of the organization.
- Increase reach, donors and partners engagement, income and advocacy, to foster long term supporters and growth for The Radio Community.
- Develop external suppliers and partners (advertisers, agents, media partners) assisting the overall aim to grow income.
- Maintain intelligence on latest developments in the market, including successful techniques being used by commercial and other non-profit organizations to acquire customers/donors and to maximize long term relationships, plans and activities of competitors.
- Champion, promote TRC brand through advocacy & communication, where individual donor fundraising is involved, to ensure advocacy and messaging is consistent and strategic.



- Attend relevant workshops and meetings that will promote TRC and build good relations with partners and other humanitarian and development organizations as required.
- Performs other duties as assigned.

Qualifications

- Strong interpersonal skills and communication.
- Ability to write compelling and engaging reports, stories, and general content in exceptional English with journalistic accuracy and extraordinary attention to detail.
- Experience and demonstrated skills in photography, photo editing, video production/editing, and data visualization.
- 2-3 years of experience in donor reporting preferred. Experience working with USAID, International NGO's, UN agencies, line ministries and/ local authorities in migrants'/refugee settings in complex emergencies;
- Bachelor's degree in English, social science, international development, research & marketing or project management or related field.
- Willingness to continually develop own professional capacity, as well as train colleagues in reporting and business proposal development and communications
- Ability to work independently, efficiently and reliably, to a high standard and to deadline.
- Sensitivity to cross-cultural dynamics in the workplace and ability to work collaboratively with a diverse staff.
- Psychological resilience, flexibility, and a good sense of humor.
- South Sudanese nationality required.

HOW TO APPLY: An interested Applicants who meet the above requirements should submit their expression of interest, resume containing at least three referees with their full contacts and ONLY Copies of Nationality ID, Academic documents & relevant certificates addressed to: HR hand delivery to TRC Office at Afex River Camp Stadium Road, Off Cemetery Road or via Email: HR@theradiocommunity.org. *The position must be clearly indicated in your subject-line or email. Please note that TRC is an equal opportunity employer however this position is limited to*

- Open to qualified South Sudanese nationals only and female candidates are encouraged to apply!
- Only candidates shortlist candidates will contacted for interviews.

