



EYE MEDIA

Vacancy Announcement, internal/external 1 position

Job Title: Senior Sales Representative (Sr Sales Rep) (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 Sr Sales Rep 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 corporate clients, but may be assigned to support donor/NGO business development related tasks.
- Researches competitor/s advertising activity in terms of client portfolio - to ensure Eye Media have all possible clientele on board.
- Pays courtesy (prospecting) and sales calls to clients/NGOs and other stakeholders with a view to establishing, building and maintaining excellent relationships.
- Manages and oversees Sales Rep/s. Assists and guides the Sales Rep/s to effectively prospect for new clients.
- Working through the Producer, Commercial/Station Sound, coordinates all production, content delivery, scheduling and compliance/proof of play to ensure delivery/client satisfaction on spots, campaigns, activities, events, sponsored programming, etc. Escalates any issues for resolution to Commercial Manager.
- Meets monthly targets. Proposes targets, develops and implement sales plan, rate cards and other sales/marketing tools (for sales team) under direction of Commercial Manager.
- Liaises with the division head to pitch ideas to a wide range of clientele, e.g. writes or drafts concepts, proposals and other programmatic documentation.
- Develops concepts for proposed strategic initiatives and partnerships for both external clients and Eye Radio, for review/approval of Commercial Manager.
- Under the direction of the Commercial Manager, liaises with programming (Programming Editor) on creative initiatives/programs that can be sold to clients.
- 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.
- Monitors client activities closely to ensure that their business comes through Eye Radio and not through external third parties.

- 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: 80% Sales/Business Development; 20% Production Support/Other, including to execute client contracts, e.g. corporate advertising/campaigns, events, marketing/branding, etc.

Qualifications

1. Degree in a relevant field (Project Planning and Management, Commerce, Business Administration, Marketing, Communications).
2. Demonstrated experience in sales and/or marketing and/or sustainability and/or project planning and management.
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.
6. Self-motivated and able to work in a fast-paced, deadline-driven environment.
7. Excellent interpersonal skills, communication & influencing skills.
8. Initiative, adaptability, good interpersonal and well-developed organizational skills.
9. Ability to work effectively under pressure.
10. Be able to work both independently and/or in a team.
11. Awareness, understanding of, and demonstrable support of Eye Media mission and values.
12. Ability, initiative and willingness to support tasks and colleagues across teams/divisions as needed (offering to assist when need is observed) or as assigned.
13. Willingness to learn new skills and pass on skills to support the development of one's colleagues.
14. Ability to positively receive constructive criticism and proactively apply it to develop oneself.
15. Ability to work well with others and foster a positive, healthy, collaborative work environment.
16. South Sudanese nationality required.

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 and copy to 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.

