



Communication for Peace in Diversity.

ONE (1) Program Assistant (Mobile Cinema)

Background

AMALNA is a South Sudanese national organization registered by Relief and Rehabilitation Commission (RRC) 2016.

AMALNA is committed to promote a culture of peace and reconciliation in communities. It is dedicated to building communities of peace using gender and rights-based approaches.

Amalna in partnership with PAX and Mobile Cinema Foundation is commencing implementation of a three-year peacebuilding program targeting youth to be advocates of peace and reconciliation in South Sudan: "Picturing a Common Future".

The program will galvanize local youth leadership to further community reconciliation through film for dialogue, and mobilizes youth groups to develop local initiatives for reconciliation, with the aim of improved peaceful coexistence at a local level in South Sudan. The project will create film material and workbooks, train facilitators, build capacity of youth groups to undertake reconciliation, organize mobile cinema screenings in collaboration with local partner organisations, and link cinema and nationwide radio.

We are therefore looking for a talented and well experienced Mobile Cinema Program Manager to manage the Picturing a Common Future program.

POSITION	Program Assistant
DEPARTMENT	Program
REPORTS TO	Program Manager
ADVERT OPEN DATE	12TH September 2018
EXPECTED START DATE	Immediately

I. Purpose of the position

AMALNA South Sudan (AMSS) (www.amalna-ss.org) seeks a Juba-based Peacebuilding Mobile Cinema Program Manager to manage the Picturing a Common Future program, and grow AMALNA's overall Peacebuilding programming. He/she will ensure high-quality program delivery on Picturing a Common Future. He/she will also lead AMSS national project staff in planning new activities/project opportunities. This role is fit for hardworking, detail oriented, and highly motivated candidates with a clear interest in nation building,



travel regularly to the field and to play a direct role in both program implementation and business development.

Within AMALNA the program assistant will report to and collaborate on this project with the Programme Manager who has the overall oversight and implementation responsibility of the program. The programme assistant will also collaborate closely with the outreach/M&E manager who is responsible for the on-the ground organisation of Mobile Cinema screenings, the facilitation of screening-debates, and training of co-facilitators within partner organisations.

II. Tasks and responsibilities

- Assist the program manager & outreach/M&E manager in conducting field-based research, in collaboration with local partners, into developing mobile cinema storylines, and advice on film messaging.
- In coordination with the outreach manager, assist in preparing the ground and (logistically) coordinate filming visits, ensuring that relevant authorizations are in place.
- Proactively identify issues and problems that are likely to detract from the achievement of objectives set for the Mobile Cinema project as well as the smooth running of the programme.
- Provide administrative support, as required by the project, to the Program manager and the Outreach, M&E Manager.
- Assist the Program Manager in resource control and financial management on all assigned project activities.
- Assist in the preparation of files and documents for the smooth running of programme.
- Assist in preparing and facilitating large AMALNA's Mobile Cinema screenings.
- Organize training venue, flight and hotel booking for participants for the Juba base inception workshop and field trips.
- Coordinate the planning of Mobile Cinema screenings organized by local partner organizations in the field.
- Ensure compliance with Norwegian, Ministry of Foreign Affairs, and other donor rules and regulations.
- Assist the program manager in establishment of good and supportive contacts with local partners, relevant State authorities and other local leadership.
- Assist in development of project work plans/GANTT charts, logic models, and M&E plans; ensure that technical activities are implemented on time and within the allocated budget and scope of work.
- Implement sustainable solutions to address program vulnerabilities and risks.

NON-SPECIFIC RESPONSIBILITY

Perform any other assignments reasonably associated with but not listed in this Job Description as and when assigned by the supervisor, or the Executive Director.



- Ensure the accuracy, relevance and timeliness of data for both internal and external reports to donors, partners, beneficiaries, programme staff and other stakeholders.
- Ensure compliance with Norwegian, Ministry of Foreign Affairs, and other donor rules and regulations.
- Assist the program manager in establishment of good and supportive contacts with local partners, relevant State authorities and other local leadership.
- Assist in development of project work plans/GANTT charts, logic models, and M&E plans; ensure that technical activities are implemented on time and within the allocated budget and scope of work.
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III. Competencies

Required qualifications and work experience

- Minimum 2 years of practical experience in managing international and national peacebuilding, awareness raising/outreach, communication, and community based projects (mandatory).
- At least Diploma in social science, development studies, communications and media, project management, education/outreach, social works or related areas (mandatory).
- Experienced in narrative reporting.
- Experience with co-designing and using M&E tools, as well as with gathering, analysing and reporting on monitoring data (mandatory). Knowledge of Outcome Harvesting methodology or other qualitative change-focused methodologies is an advantage.
- Have experience with analysing and managing security risks that link to programme implementation.
- Having experience in coordinating outreach campaigns is an advantage.

Knowledge and skills

- Have thorough knowledge of peacebuilding and reconciliation opportunities in South Sudan (mandatory).
- Having good knowledge about the conception and use of different audio-visual communication tools is a strong advantage.
- Have experience in moderating meetings between various actors including planning and task-sharing sessions (mandatory).
- Have experience with participatory approaches to decision making.
- Experience with (supervision of) training and coaching is an advantage.



- Computer literate with a comprehensive knowledge of MS Excel & word and Arabic (English is the language required for writing reports).

Personal aptitudes

- Have a good organizational capacity and ability to keep the overview.
- Have the ability to take initiative.
- Have good listening skills.
- Have good verbal communication skills at all levels and towards all categories of actors involved in the project.
- Have the ability to properly manage conflicts (of interest)/differences of opinion that may arise between different actors involved in the campaign.
- Ability to work under pressure often to strict deadlines, managing several tasks at a time.
- Be punctual and know how to respect the schedule and timing of planning activities.
- High energy and flexibility to changing circumstances.
- Be of good character.

IV. Application Process

- Interested Candidates are requested to submit their Applications, Updated CVs, scan copy of their nationality ID and other credentials electronically to: info@amalna-ss.org not later than **28th September 2018**; or to Address: **Plot 152, Block 3K South, 2nd class**, Hai Tongping Residential Area, Juba, Republic of South Sudan.
- The position is open only to South Sudanese nationals.
- Only shortlisted candidates will be contacted and applications submitted will not be returned.

- ***NOTE: WE DO ACCEPT BOTH SOFT AND HARD COPIES, HOWEVER, WE PREFER YOU SUBMIT SOFT COPIES TO THE ABOVE EMAIL ADDRESS.***

Note: A detailed job description will be provided to the selected candidates

