Internews
Local voices. Global change.

Approved
Labour HORS (handwritten)

[Ministry of Labour, Public Service & Human Resource Development stamp — 11 OCT 2017 / 11/10/2017]

JOB DESCRIPTION

Job Title: Broadcast IT Technician
Location: Juba, South Sudan
Supervisor: Network Engineer
Advertised Date 11/09/2017
Deadline 10/31/2017

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. It is supporting the establishment of The Radio Community as a 100% South Sudanese NGO.

Starting in October 2017, the Broadcast IT Specialist position will be hired, to help develop The Radio Community and to work with existing Internews admin and support systems. This is in preparation for The Radio Community to establish itself as an independent NGO and implement a sub-grant funding being issued in October 2017. Based in Juba, as part of the TRC Hub, the Broadcast IT Specialist will provide centralized Broadcasting and IT Support oversight and services to the TRC HUB and the member stations. The Broadcast IT/Specialist will work with Network Engineer to support plan and plan the future transition to local ownership while working within existing Internews INGO admin and management systems to support day-to-day TRC operations.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Acts as the point of contact between the stations and Internews Technical Department, which provides back office project support in IT.
- Coordinates and collaborates with Internews Technical Department on IT as TRC Hub liaison, and deals with all station Operations Officers (OOs) to ensure integrated and harmonized TRC IT Support systems.
- Observe Internews procurement policies and procedures, as well as compliance with external donor requirements and with current legislation and statutory requirements.
- To maintain technical equipment and systems to the required safety and technical standards with minimum disruption to operational activities.
- To manage IT systems used by TRC including local and wide-area connectivity, security patches and data back-ups.
- To manage broadcast software systems to a minimum disruption to operations.
- To create and manage all the TRC stations audio database.
- To help maintain the report monitoring of the broadcast systems and reporting the status
- To guide all the journalists on the proper use of the Myriad Play out systems.
- To assist in the creation and maintenance of asset records and other technical documentation.
- To assist in the development of engineering processes within TRC, including fault reporting and logging, maintenance of asset records and technical drawings.
- To understand the operation of technical equipment and the context of its use in production and broadcast activities.
- To work safely at all times, complying with organizations safety requirements. To Conduct a range of safety tests, risk and hazard assessments.
- To undertake project work, delivering to agreed technical, financial and time parameters.
- To initiate and comply with change control procedures.
- To provide technical advice to technical and non-technical colleagues.

- To provide input, advice and feedback on the suitability, sustainability and use of new products and processes.
- To order spares and materials through organizational procurement procedures seeking best value.
- To work flexibly and willingly, responding as required to occasional out of hour's problems.
- Ensures Business Support team's practical application of organization's vision, mission and values, stewardship of resources, adherence to the highest ethical standards and to all TRC policies and procedures.
- During the organization's start-up phase, duties and responsibilities will be revised to best meet the organization's needs.

QUALIFICATIONS
- As a mission-driven organization, 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.
- Relevant engineering qualifications or demonstrable practical experience in broadcasting and IT systems including networks and servers.
- An understanding of radio and the associated transmission and carrier systems and a keen interest in broadcast technology, its development and application with understanding of current and relevant health and safety legislation particularly electrical safety. Experience of working in a broadcast technology (or similar) environment.
- Experience of supporting IT systems including local and wide area networks and servers.
- Able to remain calm and act quickly and pragmatically under pressure to prioritize and resolve technical faults and problems.
- To simplify and systematically analyze and evaluate technical problems.
- Willingness to take initiative, originate action and be responsible for consequent decisions.
- Able to engage with the needs of production and operational departments.
- Able to advice on the technical quality of audio and data in line with organizational guidelines and standards.
- Able to work collaboratively in a team and lead project teams, sharing knowledge.
- Visual acuity; must be able to work safely with live equipment where wires and components are identified by color.
- Good hearing in both ears.
- Ability to learn both through formal training and by self-teaching.
- 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 motivate teams to produce quality results.
- 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.

Approved
Labour-
11/10/2017

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:

   a. 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, Tuesday 31th October 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.