



JOB TITLE: Radio Officer
 Department: Radio
 Location: Doro Maban County
 Date of Advert: 20/12/2016
 Date of Closure: 10/01/2017
 Reporting to: Radio Station Manager



RADIO SALAM BACKGROUND

With funding provided by the Bureau of Population, Refugees and Migration (BPRM) of the United States Government, ACTED launch a community radio in Gendrassa Refugee Camp in Maban County in October 2013. The station, 'Radio Salam', was established to both supports a vocational training and income-generating programs for youth and to serve as a tool for disseminating information to refugee and host community populations by broadcasting public messages. While the messages and programs aired on Radio Salam are designed by ACTED's radio production team, the radio itself is jointly operates by ACTED staff both refugee/host community.

Radio Salam 99.1fm is ever first radio in Maban County which is now serving four refugee camps and Host community villages a round.

JOB PURPOSE

Overall purpose of the Job

- ❖ The radio officer/producer is responsible for the creative and technical production of radio programs, ensure that high quality production in both drama and factual programming

CHAIN OF COMMAND

Under the direct supervision of:

- ❖ Radio Station Manager

Line Management:

- ❖ Area coordinator
- ❖ Camp management

WORKING RELATIONS

Internal:

- ❖ Community Mobilization
- ❖ Other departments (camp management, GBV, GFD and AME etc)

External:

- ❖ Partners working in Maban
- ❖ Local Authorities such as RRC and CRA
- ❖ Community leaders



Duties /responsibilities

- ❖ Direct, produce, and oversee the production and recording of all broadcasting content, ensuring it is creative, engaging, and with a high quality of storytelling and acting
- ❖ Manage the production in all stages from pre-production, production, and post-production, ensuring deliverables and deadlines are met.
- ❖ Liaise with the Program Managers on the weekly editorial sign off for productions.
- ❖ Support Program Managers in providing programmatic input for donor reports.
- ❖ Work with radio manager, and project teams, to ensure all content meets communication objectives.
- ❖ To supervise radio journalist and ensuring programs are completed, distributed to all broadcast partners on time, and that monthly record of broadcasts, schedules, and air-time values are maintained.
- ❖ To lead the final mixing of all factual and drama content, ensuring high quality sound, good use of sound effects, and music.
- ❖ To lead weekly editorial and production meetings, for both factual and drama outputs.
- ❖ Provide editorial support and guidance to radio salaam production teams and local partner and when required.
- ❖ To produce and direct publicity jingles to partner NGOs.



Person Specification

- ❖ Experience of leading and managing a production team.
- ❖ Experience of producing and delivering radio programm
- ❖ Self-motivated, able to deliver to program deadlines with minimal supervision
- ❖ Fluency in written and spoken English and classic Arabic.
- ❖ Creative thinking and the ability to find solutions and execute them
- ❖ Able to communicate effectively at all levels within the organisation
- ❖ Proven time management skills and the ability to manage multiple priorities at the same time.
- ❖ Strong team player; able to work effectively under pressure and demonstrate patience to team members
- ❖ At least 3 years of experience in the same or similar field.
- ❖ Knowledge in radio equipment is most preferable
- ❖ Reliability and Honesty
- ❖ Willingness to work within the camps, with and for the host and refugees communities.

Applications

- ❖ Applications should be submitted in English, and should include:
- ❖ detailed CV
- ❖ cover letter
- ❖ photocopy of all university degrees
- ❖ photocopy of national ID card,
- ❖ photocopies of work certificates related to past jobs
- ❖ All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal,
- ❖ and ACTED Office in Maban (Doro Compound) in hard copy by January 10, 2017.Or by mail to juba.hrofficer@acted.org;
gendrassa.administration@acted.org;mathew.choltor@acted.org
- ❖ Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- ❖ Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- ❖ Note: This position is open to South Sudan Nationals & Women are encouraged to apply.