



Communication for Peace in Diversity

**VACANCY
PROJECT MANAGER**



Job title	Project Manager
Project	Sawa Shabab
Reports to	Executive Director
Supervises	Project staff
Location	Juba, South Sudan
Replacement absence	during Lead Producer (colleague)
Start date	ASAP

50-112
Approved
Inspector
15/3/2017

Background

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

AMMALNA is committed to promote a culture of peace and reconciliation in communities by supporting inclusive dialogue, drama, street theatre, outreach activities, radio, art, music, culture and capacity-building. It is dedicated to building communities of peace using gender and rights-based approaches.

Ammalna is looking for a talented and well experienced South Sudanese project manager to be based in Juba for its Sawa Shabab project.

Project Manager

The Project Manager will manage all staff and production aspects associated with the Sawa Shabab S4 activities in South Sudan. The duties include, but are not limited to:

- 1) Managing project staff and, as needed, project volunteers
- 2) Overseeing the scripting process
 - a. Supporting the lead and associate scriptwriters in the scripting process
 - b. Making sure deadlines are met based on pre-established schedule
 - c. Ensuring high quality scripts
 - d. Ensuring relevance and cultural sensitivity of the scripts
 - e. Overseeing script advisory groups
- 3) Supporting the Lead Producer
 - a. Supporting the recording and production of episodes as required





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- b. Supporting the Producer in relation to actor contracts and management
- c. Ensuring overall quality of production and adherence to deadlines
- 4) Managing project budget and expenditures
- 5) Liaising with PeaceTech Lab as project partners
- 6) Managing all social media and audience feedback, including SMS elements of the project
- 7) Reporting to the donor, including producing the financial and narrative reports inline with donor requirements
- 8) Liaising with broadcast partners, including radio stations in all the states, and exploring opportunities for broadcast in other alternative spaces.
- 9) Monitor broadcast of Sawa Shabab Season 4 to ensure local stations are airing the program
- 10) Work with the project team in developing ideas for project proposals, and liaise with potential donors

Qualifications and Experience required

- Bachelor Degree in project management, development studies or related discipline
- Experience in managing media or peace building projects.
- Minimum 2 years relevant experience preferably in a similar position.
- Experience in financial and staff management
- Computer literate with a comprehensive knowledge of MS Excel & accounts packages
- Excellent oral and written English communication skills
- Ability to work under pressure often to strict deadlines
- High energy and flexibility to changing circumstances



HOW TO APPLY

- Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID electronically to: info@ammalna.org not later than **03rd April 2017**; **Address:** Plot 152, Block 3K South, 2nd class, Hai Tongping Residential Area, Juba, Republic of South Sudan; 0924178748
- The position is open only to South Sudanese nationals.
- Only shortlisted candidates will be contacted and applications submitted will not be returned.
- **WE DON'T ACCEPT HARD COPIES**

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

