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**Job Advertisement**

**Media Development Institute (MDI)**

**This position is being re-advertised**

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| Job Title        | Principal                                    |
| Job Opening Date | 15 <sup>th</sup> December 2023               |
| Job Closing Date | 12 <sup>th</sup> January 2024                |
| Reporting line   | Executive Board                              |
| Job Duty Station | Juba with frequent travel to field locations |

**About MDI**

The Media Development Institute (MDI) is the training wing of the Association for Media Development in South Sudan (AMDISS). It was established in 2015 to train both practicing journalists and those who would like to build a career in journalism. It has been running a well-structured one year certificate program in journalism since 2016. Since its inception, MDI has so far graduated Seven Cohorts of journalists from the certificate program, many of whom are current journalists working at various media houses in South Sudan.

**Overall Objective of the Principal's Role**

The Media Development Institute is seeking a self-driven and highly competent Principal to ensure an efficient and effective day-to-day operations of MDI. The duties of the Principal will include, ensure academic policies and curriculum of the institute are followed, ensure the equipment and other assets of the institute are utilized and kept properly, provide leadership to all the institute's staff, fundraise for the institute, advise the board of directors on academic related activities or issues, oversee and streamline daily operations and improve staff performance. Your exceptional leadership and strategic planning skills as a Principal will aid the institute in promoting its mission and objectives, maintaining positive relationships with internal and external stakeholders, achieving the institute goals, and maintaining discipline at the institute. The ideal candidate must possess outstanding communication skills, academic ethics and integrity, strong leadership qualities, and good planning and organizational skills.

**Duties and Responsibilities**

1. Ensure that academic policies and curriculum are followed, including developing and tracking benchmarks for measuring institutional success.
2. In consultation with the Director, carry out all appointments and supervision of staff, re-appointments and reviews of work plans
3. Ensure that MDI equipment are utilized and kept properly



4. Identify staff development needs and lobby for support to develop staff capacities.
5. Initiate strategies to generate funding for MDI.
6. Conduct meetings with students and listen to their concerns on a regular basis and provide guidance to the teaching staff.
7. Encourage participation of MDI's students in media activities and students' debates
8. Enforce discipline where necessary, meeting with parents and education administrators on a regular basis for problem resolution.
9. Create and maintain linkages with sisterly institutions and relevant local, regional and global networks.
10. Ensure that MDI operates its training and professional development programs efficiently and consistently.
11. Organize all training related operations such as course scheduling, training logistics, (including trainers, equipment, etc) enrolments, evaluations and certification.
12. Ensure that MDI provides its curriculum in a way that balances quality, comprehensiveness, and access.
13. Initiate and coordinate co-curricular activities for the institute such as visiting speakers, internship placements, study tours etc.
14. Promote regular engagements with state and national ministries of Higher Education
16. Ensure that MDI trainers, trainees and other beneficiaries have access to the best current training facilities, methods, research tools, and technologies in the rapidly changing fields of journalism, media, and communication across all media platforms.
16. Follow up on the registration of MDI and manage other accreditation initiatives and processes with the relevant authorities in South Sudan.
17. Follow up possibilities of affiliation with national Universities in South Sudan and take lead in all its coordination.

Please note that this job description may vary depending on the specific needs and priorities of MDI and can be subject to change over time.

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| Education          | <ul style="list-style-type: none"> <li>• A Master's Degree in Education or its equivalent.</li> <li>• A Bachelor Degree in Education with work experience in leadership positions of 7 years above can apply</li> <li>• Having background in media or journalism with a teaching experience is an added advantage</li> </ul>   |
| Knowledge & Skills | <ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Experience in curriculum development</li> <li>• Strong knowledge of education system of South Sudan</li> <li>• Highly ethical behavior.</li> <li>• Public relations and marketing knowledge.</li> <li>• Exceptional interpersonal skills</li> <li>• Detailed understanding of media principles, ethics and practices</li> <li>• Proven ability to manage a portfolio of projects with experience in financial management, understanding of logistics and procurement procedures, and human resources management.</li> <li>• Knowledge of stakeholder engagement</li> </ul> |



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|  | <ul style="list-style-type: none"> <li>• A high level of written and verbal communication, including an ability to write clear and concise reports; and,</li> <li>• Sound knowledge of the design and delivery of structured training with more emphasis on practical training</li> </ul>   |
| Personal Characteristics   | <ul style="list-style-type: none"> <li>• Excellent interpersonal and intercultural skills and ability to interact professionally with donors, stakeholders, and staff, students at all levels of the organization;</li> <li>• Skilled at multitasking and prioritizing, working independently with minimal supervision.</li> <li>• Team player, facilitating open communication in the team and building relationships;</li> <li>• Flexible and adaptable: willing to work irregular hours in accordance with the needs of the role;</li> <li>• Initiative taker, makes a sound judgment, creates synergy, and manages conflict; and,</li> <li>• Open to learning and sharing knowledge.</li> </ul> |
| How to Apply   | Applications (cover letter and updated CV) must be submitted electronically via email to <a href="mailto:info@amdiss.org">info@amdiss.org</a> OR hand delivered to AMDISS's Head Office in Hai Tijarie, Kokora Road. 150m from UNDP Offices   Juba   South Sudan. Tel: +211 929 807 807   |
| Note   | Only shortlisted candidates will be contacted, and applications received after the deadline will not be considered.   |
| <b>This position is open to South Sudanese nationals only. FEMALE applicants are highly encouraged to apply.</b> |   |

