



50-H-3  
Approved by  
MLPS & HDN



## Internews Network

### Job Description

**Job Title:** Program Officer  
**Location:** Juba, South Sudan  
**Reports To:** MERL, Reporting & Subgrants Manager  
**Department:** Monitoring, Evaluation, Research, and Learning (MERL)  
**Application Period:** 08<sup>th</sup>/1/2020 –28/1/2020

### GENERAL FUNCTION

Internews is an international non-profit organization whose mission is to empower local media worldwide to give people the news and information they need, the ability to connect and the means to make their voices heard. Internews in South Sudan supports community-based radio stations as well as other media-related activities.

The Program Officer is a support-level role that will work closely with the Subgrants Coordinator to ensure successful implementation of subgrant projects. The program officer will provide administrative support to the Subgrants Coordinator and may be responsible for typing documents, sending reminder emails to partners, scheduling meetings, etc. the Program Officer will also provide valuable coordination support to other departments when planning community engagement events, journalism trainings, M&E trainings, etc. The candidate shall be comfortable with ambiguity and be ready to work in a fast-paced environment with plenty of space for learning and growth.

### Main Duties and Responsibilities

#### Administrative

- Support the MERL department with filing of documents and upkeep of the digital document library;
- Schedule partner meetings for the Subgrant Coordinator and support with attending meetings, taking notes, etc.;
- Support the MERL & Subgrants Manager with general administrative tasks;
- Support the Subgrants Coordinator to plan necessary trainings for subgrant partners;
- Support other Internews departments with community engagement events, journalism trainings etc.

#### Communications

- Draft monthly activity updates for Internews HQ;
- Compile information for the staff newsletter;
- Edit and draft success stories from project partners;
- Support the MERL department to keep a well-organized and navigable photo archive.



## Qualifications

- Ability to speak and write English clearly;
- Keen attention to detail;
- Bachelor's degree in communications, social science, international development, or a related field;
- At least one-year experience working with an NGO on program implementation;
- Experience with the media sector and ideally working with local partners;
- Willingness to continually develop own professional capacity;
- Ability to work independently, efficiently and reliably, to a high standard and to deadline;
- Sensitivity to cross-cultural dynamics in the workplace and ability to work collaboratively;
- Psychological resilience, flexibility, and a good sense of humor;
- South Sudanese nationality required.
- Experience with the media sector and ideally working with local partners;
- Willingness to continually develop own professional capacity;
- Ability to work independently, efficiently and reliably, to a high standard and to deadline;
- Sensitivity to cross-cultural dynamics in the workplace and ability to work collaboratively;
- Psychological resilience, flexibility, and a good sense of humor;
- South Sudanese nationality required.

**This is a Nationally recruited position. Kindly Note that South Sudanese Nationality is required.**

### How to Apply:

1. Email your application to **job-southsudan@INTERNEWS.ORG**: or drop a hard copy at Internews offices in Juba – AFEX Riverside Camp:
2. Include an attachment of your Resume and CV with three professional Referees
3. Remember to include a telephone number and an email address so we can contact you
4. ONLY shortlisted candidates can be contacted for interviews
5. Please note, these positions need to be filled rapidly.

The **closing** date for receiving applications for this position is **January 28<sup>th</sup>, 2020 at 5:00 PM**. Applications received later than this date will not be considered.

**Note:** Due to the urgency of this position, applications shall be reviewed on a rolling basis.

