



EXTERNAL VACANCY ANNOUNCEMENT:

(External)

Ref No. BBC MA/JBA/2023/17/Dec /9/PM-GIZ

Job Title:	-Project Management and training Manager
Line Management:	-Senior Projects Manager
Contract type/Time:	-3 months fixed term with possibility of extension depending on availability of funds/full time
Location:	-Juba with travel to the field
Eligibility:	-South Sudanese National
Deadline for application submission:	-28 th January 2024, 5 PM CAT

ABOUT BBC MEDIA ACTION:

BBC Media Action believes in the power of media and communication to help reduce poverty and support people in understanding their rights. Our aim is to inform, connect and empower people around the world. We are passionate about people getting the information they need and in turn being able to communicate – to good effect – with those in power.

To achieve this, Media Action partners with civil society, local media and governments to:

- Produce creative programmes in multi-media formats, based on robust research, which inform and engage audiences around key development issues;
- Strengthen the media sector through building professional capacity and infrastructure.

BBC Media Action delivers a portfolio of media and communication for development projects in South Sudan. We seek to expand this portfolio of work, ensuring that existing projects are delivered on time, to budget, to the highest standards, and in accordance with BBC editorial values as well as Media Action best practice.

Overall Purpose of Job:

The Project Management and Training Manager will be responsible for working with the Senior Projects Manager (SPM) to oversee the design, delivery, project reporting and partner relationship management of assigned BBC Media Action South Sudan projects. Reporting to the Senior Projects Manager, the post-holder will ensure projects are delivered on time, to budget, in accordance with donor funding agreements and ensuring BBC editorial standards are upheld to have the maximum possible impact with audiences. The post holder will be responsible for taking a leading role in the design of new projects, consulting with other BBC Media Action departments to ensure project activities are oriented to meet objectives and intended outcomes. To achieve this the post holder will also be required to apply their knowledge and experience of development approaches including 'theory of change' and to

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use project management tools, including logical frameworks. The post holder will be responsible for ensuring the effective planning and delivery of projects and, to that end the post holder will liaise regularly with other BBC Media Action teams for planning and budgeting purposes; this includes Production, Training, Community Mobilization, and Research and Learning. The role requires the post holder to utilize BBC Media Action research for learning, monitoring and improving how we design and deliver projects as well as secure new funding.

Main Duties:

- Assigned projects may include one or more of the following; a governance and health project addressing social and cultural barriers through radio programmes and community mobilization, inclusive and meaningful youth participation projects through radio programmes.
- To deliver coordination and training of partner stations as required in the project.
- To deliver the assigned projects on time, to budget and to the highest standards in terms of quality, effectiveness, impact and relevance, meeting objectives clearly defined in the project proposal;
- Will be responsible for management of the overall training and support needs (editorial, production, management, finance, technical broadcast), and leading the delivery of editorial and production training of the project.
- With support from the SPM, responsible for the planning, budgeting, reporting and general management of all aspects of the projects. This includes working with BBC Media Action staff in South Sudan and London to define and develop programme direction, strategies and activities;
- Working closely with London thematic teams to develop and maintain in-country expertise of the role of media and communication governance, health and resilience work in South Sudan;
- Work closely with the Research and Learning team to feed into the design of research activities including formative research as well as quantitative and qualitative monitoring and evaluation research;
- Work collaboratively with all BBC Media Action departments in South Sudan and as necessary with Headquarters.
- Line management of allocated staff in the department
- With oversight from the SPM develop and manage effective relationships with project partners, donor agencies, stakeholders and other partners in South Sudan, including working on fundraising and business development.
- Draft and produce donor and internal reports on projects progress using impact and lesson learning data with oversight from the SPM;
- Work with colleagues across BBC Media Action departments generate new project ideas and proposals to further strengthen the impact and reach of our work in South Sudan;
- Perform any other duties that may be assigned.

Required

- Degree in Mass communication or Project Management related
- Experience in social behavior change, media or communications projects
- Experience in management of projects, budgets, and staff.
- Experience in donor report writing
- Understanding of some donor compliance requirements
- Experience in developing training materials and training of radio stations is a requirement
- Familiarity with the BBC's Values, Editorial Policy and Impartiality
- Knowledge and understanding of other South Sudanese languages.
- South Sudan National

COMPETENCIES:

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The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development.
- **Decision making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Planning and organisation** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities considering all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Influencing and persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.
- **Self-development**– Is able to identify and apply opportunities for learning and development.

APPLICATION SUBMISSION CRITERIA:

To apply, please submit your CV of maximum 3 pages and a cover letter and copies of non-refundable academic documents, copy of national ID to BBC Media Action’ HR and Operation office, To the attention of Senior HR and Operation Officer **OR** Send to email address Recruitment@ss.bbcmediaaction.org.

The position should be clearly indicated in the subject line as **“Project Management and training Manager- BBC MA/JBA/2023/17/Dec /9/PM-GIZ”**.

(DO NOT SUBMIT ORIGINAL ACADEMIC DOCUMENTS, BBC MEDIA ACTION WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE)

QUESTION:

The role involves working with groups of vulnerable children and adults. BBC Media Action is committed to providing a safe and trusted environment for every person connected to the work we do; and to preventing any type of unwanted behaviour including sexual harassment and exploitation, abuse, and financial misconduct (a zero-tolerance policy). Any candidate offered a job with BBC Media Action is expected to share and demonstrate our values and adhere to BBC Media Action’ Safeguarding policy and sign BBC Media Action’ Code of Conduct.

Do you have anything in your history, either professionally or personally, that conflicts with BBC Media Action [Code of Conduct](#)?

All declarations will be kept confidential. Please note, non-disclosure of something that could impact your role, may lead to termination of your contract, if successful recruited.

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Yes -Please provide further comments in additional sheet of paper and attached with your application

No