

**BBC Media Action
JOB DESCRIPTION**

Job Title/s

Community Mobilisation Assistant

Line Management:

Community Mobilisation Manager, Juba, South Sudan

Contract type

4 Months Fixed Term Contract
-Local terms and conditions



BBC Media Action

BBC Media Action uses media and communications to reduce poverty and promote human rights in developing countries. To achieve this, it partners with civil society, local media and governments to:

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

Overall Purpose of the Job

The Community Mobilisation Assistant will support the operation and administration of community mobilisation activities being delivered across South Sudan on multiple projects at BBC Media Action. This includes the national Girls Education South Sudan (GESS) project with community mobilisation delivered through State Anchors, state-based NGO partners. This role requires a proactive administrator and to ensure the effective coordination of logistics and paperwork; attention to detail and the ability to work independently is vital for the role. The individual is also responsible for the delivery of materials to the field, sometimes working to tight deadlines and the effective communication with and management of relationships with project partners in the field.

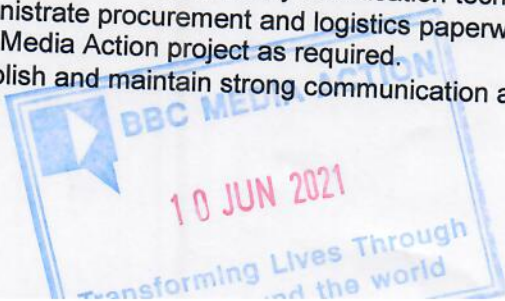
Main Duties

Overall Projects

- Coordinate effectively with BBC Media Action Operations team on training, travel, procurement and compliance issues as required.
- Be a strong communication link between the community mobilisation team and other BBC Media Action teams including Project Management, Finance and Operations, Research and Production.
- Support a strong working relationship between radio production and community mobilisation by participating in regular meetings and sharing information.
- Take minutes at meetings and circulate action points as required
- Encourage and manage an archive of project pictures, stories of change and effective practices from community mobilisation activities

Community Mobilisation

- Work to support the Community Mobilisation Manager giving administrative, operational and production support across projects wherever needed.
- Organise periodic community mobilisation technical training.
- Administrate procurement and logistics paperwork for community mobilisation activities across BBC Media Action project as required.
- Establish and maintain strong communication and relationships with project partners in the field.



- Lead the distribution of community mobilisation materials to the GESS State Anchors (SAs) and Community Mobilisation officers as required.
- Keep and maintain an updated record of community mobilisation databases and files especially Mobile Data Collection (MDC).
- Participate in the review of BBC Media Action quarterly and annual work plans for community mobilisation activities
- Work together with the Community Mobilisation Manager and Senior Project Manager to provide technical assistance and support to the community mobilisation volunteers and monitor progress of CM activities.
- Support the Community Mobilisation Manager with community mobilisation review activities across projects
- Assist the Community Mobilisation Manager in the timely monthly and annual reporting on Community Mobilisation activities.
- Track weekly performance of partner organisation progress towards achieving monthly milestones
- Perform any other duties as necessary and appropriate.

Person Specification - required knowledge, skills and experience

- Experience of community-based work and/or engagement in South Sudan, particularly at the field level
- Experience of providing administrative support to a multiple people in a fast-paced team
- Demonstrable ability to multi-task and manage workload with competing deadlines
- Strong and confident interpersonal and communication skills, a capacity to engage with diverse internal and external stakeholders and an aptitude for creating connections across teams
- Excellent written and spoken English,
- Spoken Simple Arabic.
- Ability to work independently, to prioritise tasks and to take initiative.
- Proficiency with Microsoft Word, Excel, and the internet.
- Commitment to the aims and objectives of BBC Media Action.
- Must be aware of safeguarding principles

Desirable

- Experience of working within an NGO or socially focused organisation.
- Experience of working in media organisation or creative industries.
- Other spoken languages, Dinka, Bari, Madi, Lotuho, Zande, Nuer, Toposa etc.

Competencies

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 taking into account 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, set backs or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.

10 JUN 2021

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- **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.

Familiarity with the BBC's Values, Editorial Policy and Safeguarding principles is highly regarded.

If you are interested, and you think you meet the requirements above, please send your cover letter and up-to-date CV to recruitment@ss.bbcmediaaction.org

Deadline is on 23rd June 2021 5.00 pm CAT

Female candidates and persons living with disability are highly encouraged to apply.

