

BBC MEDIA ACTION



Job Description

Job title: Project Manager and Editorial Lead
Reports to: Senior Project Manager
Duration: 12 months (with the possibility of an extension)
Location: Juba, South Sudan
Opening date: August 6, 2026
Application deadline: August 25, 2026, at 11:59 PM CAT

**This position is subject to the availability of funding*

BBC Media Action

We are the BBC's international charity. We believe in the power of media and communication for good. With our extensive network of partners, BBC Media Action reaches more than 100 million people a year – helping to save lives, protect livelihoods, support media and counter misinformation, challenge prejudice and build democracy.

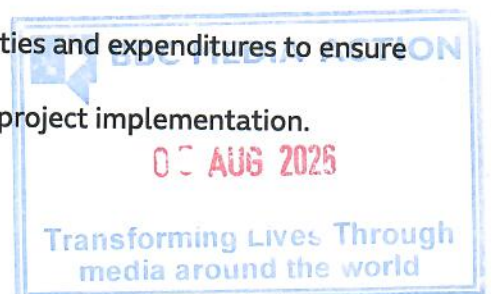
Job Purpose

The Project Manager and Editorial Lead is responsible for overseeing the successful delivery of projects and leading the production of high-quality media outputs. Reporting to the Senior Project Manager, this role combines strategic project management with editorial oversight, ensuring that activities are delivered on time, within budget, and in compliance with donor and organisational requirements. The Project Manager and Editorial Lead provides vision and leadership to the production team, drives innovation in content creation, and seeks efficiencies in working practices. This dual responsibility requires strong leadership, excellent communication skills, and the ability to balance operational management with creative direction.

Duties and Responsibilities

1. Project Management

- Oversees project delivery, including planning, budgeting, staff management, and procurement.
- Collaborates with the Senior Project Manager and thematic teams in London to build and maintain in-country expertise.
- Leads and motivates the project team, monitoring activities and expenditures to ensure efficiency and accountability.
- Coordinates closely with partners to guarantee smooth project implementation.



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- Ensures effective collaboration across departments (programs, research, and production) to achieve results outlined in the grant agreement.
- Prepares and submit quarterly, bi-annual, annual, and completion reports.
- Represents the program at policy forums, advocacy opportunities, and donor or government-level engagements.
- Coordinates reporting processes with relevant staff to ensure timely delivery of both narrative and financial reports.
- Develops and sustains strategic relationships with agencies engaged in advocacy and policy work.
- Maintains a strong external network with government, NGOs, civil society, and media stakeholders.
- Ensures clear and effective communication with all project stakeholders and staff.
- Facilitates capacity-building activities for project staff to strengthen skills and performance.
- Contributes to business development activities as required.

2. Production

- Leads the production of all media outputs, ensuring relevance, innovation, and adherence to BBC editorial guidelines and production standards.
- Foster close collaboration with internal departments, freelancers, suppliers, and external partners.
- Motivates and supports the production team, ensuring the editorial vision is clearly communicated and understood.
- Develops and manage production schedules to maximize efficiency and effectiveness.
- Ensures content reflects the diversity of audiences in South Sudan.
- Liaises with HR, finance, procurement, logistics, and state authorities to ensure compliance with BBC regulations and South Sudan labour and broadcasting laws.
- Builds and maintains positive working relationships with staff and contributors, providing constructive feedback where necessary.
- Contributes to the development and implementation of departmental strategies and policies.
- Identifies opportunities to improve content production and enhance efficiency in working practices.

3. Safeguarding

- Understands and complies with the Safeguarding policy and the staff Code of Conduct;
- Participates in relevant mandatory training on Safeguarding and Respect at Work.

Essential Skills and Experience



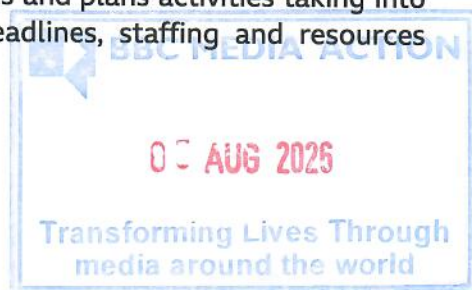
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- Bachelor's degree in communications, mass media, journalism, or a related field; a postgraduate qualification is an added advantage.
- Minimum 4 years of radio production experience, including managing teams to deliver outputs under tight deadlines and within budget.
- Strong creative ability with a proven track record in designing, developing, and producing radio programmes; experience in producing social media content.
- Skilled in establishing and improving systems for scheduling and coordinating production resources.
- Ability to uphold journalistic principles and demonstrate strong editorial decision-making aligned with BBC's aims and objectives.
- Considerable experience managing production budgets and ensuring cost-effective resource utilisation.
- Proven experience liaising with donor agencies, government departments, and other stakeholders in South Sudan or similar contexts.
- Ability to effectively lead multiple teams, prioritize activities, and ensure efficient resource use.
- Experience in tracking program performance and contributing to monitoring and evaluation processes.

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.
- **Creative Thinking** – Able to think creatively around problems and arrive at a clear and well-argued solution.
- **Problem Solving**: 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 decision making and problem-solving. Transforms proposals/ideas into practical reality.
- **Flexibility** - Adapts and works effectively with a variety of situations, individuals or groups. Is able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Planning and Organising** – 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.



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- **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.

Application submission

To apply, candidates should submit their CV and a cover letter in PDF format to recruitment@ss.bbcmediaaction.org. Alternatively, applications can be delivered at BBC Media offices at Goshen House, along Airport Road in Juba. Applications must also include certified copies of the applicant's national ID and academic certificates. Please ensure the job title is clearly indicated in the subject line of the email.

(A job description is a written statement of the essential characteristics of the job, with its principal accountabilities incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.)

