

*17/11/2023*

South Sudan

## VACANCY ANNOUNCEMENT:

(External)

Ref No. BBC MA/JBA/2023/17/NOV/01/PM-LIL

<b>Job Title:</b>	Project Manager
<b>Number of positions</b>	One (1)
<b>Line Manager:</b>	Senior Projects Manager
<b>Contract type/Time:</b>	12 months fixed term
<b>Location:</b>	Juba, with travel to the field
<b>Eligibility:</b>	South Sudan National only
<b>Deadline for submission:</b>	30 <sup>th</sup> November 2023, 5 PM CAT
<b>NOTE:</b>	<b>AS THIS POSITION IS URGENTLY REQUIRED, SHORTLISTING MAY START BEFORE THE APPLICATION DEADLINE.</b>

**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.

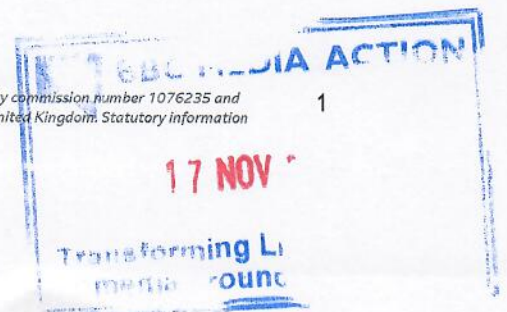
BBC Media Action delivers a portfolio of media and communication for development projects in South Sudan. We seek to expand this portfolio of work, ensuring that existing projects are delivered on time, to budget, to the highest standards, and in accordance with BBC editorial values as well as Media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

**PROJECT BACKGROUND:**

Life in Lulu is BBC Media Action's long-running radio drama in South Sudan. In the past the storylines focused on beliefs about health, conflict, and peaceful co-existence. To date, 8 series of the drama have been produced and BBC Media Action is preparing to produce an additional 2 series. These will focus on youth civic engagement, including sexual and gender-based violence. The drama will be produced in local languages and broadcasted nationally and across community stations, use digital platforms and work with CSOs to implement community outreach activities.

**OVERALL, PURPOSE OF THE JOB:**

The Project Manager will be responsible for ensuring the effective and efficient delivery of the project in line with the funding agreement and in accordance with BBC Media Action policies and guidelines.





South Sudan

**Main Duties:**

- Responsible for overseeing the delivery of the project, including planning, budgeting, staff management and procurement.
- Work closely with the Senior Projects Manager and thematic teams in London to develop and maintain in-country expertise.
- Lead and motivate the project team, monitor project activities, and project expenditure.
- Ensure collaboration and coordination with partners to guarantee smooth delivery of the project.
- Ensure close coordination between departments (programs, research, and production) to guarantee the achievement of results as specified in the grant agreement.
- Generate project quarterly, bi-annual, annual and completion reports.
- Represent the program at various policy forums and advocacy opportunities at donor or related government levels.
- Coordinate the reporting process with all relevant staff and ensure the timely delivery of reports (both narrative and financial).
- Develop and sustain strategic relationships with other agencies engaged in advocacy and policy work.
- Maintain a network of external contacts with key individuals in government, NGO sector, civil society, and the media.
- Ensure effective communication with all project stakeholders and staff.
- Facilitate capacity-building activities for project staff.
- Participate in business development activities when required.
- Perform any other duties that may be assigned.

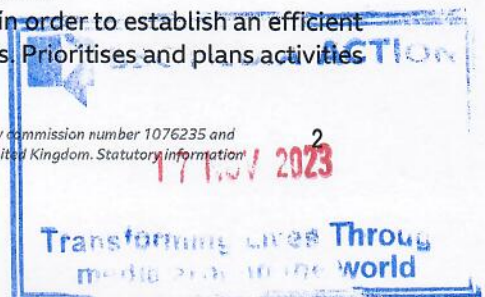
**PERSON SPECIFICATION - REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE**

- A bachelor's degree in social sciences or related field.
- At least 5 years' experience in project management
- Proven experience liaising with donor agencies, government departments and other agencies in South Sudan or a similar context.
- Ability to effectively lead multiple teams. Proven ability to prioritize and plan activities while ensuring efficient resource utilization.
- Experience in the monitoring and evaluation of programs
- Computer literacy, especially Microsoft office applications.
- Excellent communication and writing skills.
- Knowledge and understanding of other South Sudanese languages an added advantage.

**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





South Sudan

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, **cover letter**, Copies of **Academic documents**, and **National ID Card** to email address [Recruitment@ss.bbcmediaaction.org](mailto:Recruitment@ss.bbcmediaaction.org).

**OR**

Submit at the BBC MA office. Ensure to register before submission of your application.

**MANDATORY:**

The position should be clearly indicated in the email subject line as **“Project Manager\_BBC MA/JBA/2023/17/NOV/01/PM-LIL”**.

**SAFEGUARDING:**

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. A police or any previous work place background check may form part of the recruitment process.

**QUESTION:**

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

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

No

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.

