

VACANCY ANNOUNCEMENT

(EXTERNAL)

Ref No. BBC/JBA/2023/09/11/01-PM-GBV

Job Title:	Project Manager (1 post)
Line Manager:	Senior Projects Manager
Contract type/Time:	10 months fixed term
Location:	Juba with travel to the field sites
Eligibility:	Internal candidates
Special requirements:	The right to live and work in South Sudan. Fluent in English and Arabic with ability to write reports and scripts in these languages.
Deadline for submission:	22 nd November 2023, 5 PM CAT

ABOUT BBC MEDIA ACTION:

BBC Media Action is the BBC's international development organisation, and we believe in the power of media and communication for good. We work in more than 20 countries around the world, supporting the independent media essential to democracy and development.

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.

PROJECT BACKGROUND:

We are launching a national radio show and PSAs in five languages created and broadcasted, which provides a platform for leaders to speak out about gender-based violence, to stimulate constructive discussion and provide information on women's rights and legal protection and support services available.

BBC Media Action in South Sudan is looking for a Project Manager to oversee the delivery of our GBV radio project which aims increased awareness and inspire communities to discuss gender-based violence and harmful gender norms, women rights, and available services willingness to discuss gender-based violence and women's rights in South Sudan.

OVERALL, PURPOSE OF JOB:

The PM will oversee implementation and reporting of assigned GBV project guided by the approved project documents. This will entail developing and updating detailed implementation plans, work plans and procurement plans and ensuring strict adherence to such plans. Working closely with the Snr Project Manager, the PM will lead the engagement with expert contributors and the partner radio stations.

MAIN DUTIES:

- 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.
- Lead in the production of quality radio outputs; in close collaboration with the Senior Production Manager.
- Will be responsible for management of the overall training and support needs (editorial, production, management, finance, technical broadcast) for the project staff.
- Will draft all donor reports and submit for review by SPM.
- Provide overall coordination with the partners.
- 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.
- 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
- 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.

ESSENTIAL SKILLS AND EXPERIENCE REQUIRED:

- Experience motivating teams, preferably remotely and within a South Sudan context, and developing and improving internal management systems and processes.
- Proven ability to influence and drive project delivery across multi-disciplinary teams.
- Proven ability to forge strong working relations quickly and gain the trust of counterparts (such as other NGOs, donors, and other stakeholders).
- Confident public speaker with experience of presentations to colleagues, donors, and stakeholders.
- Good judgment and decision-making skills, including the ability to adapt, react and respond to crises, and to evaluate risk.

- Experience working on own initiative and organising time effectively within a range of often conflicting deadlines and demands.
- Excellent written and spoken English.

DESIRABLE SKILLS AND EXPERIENCE:

- Degree in mass communication, journalism, Social Science or Community Development or related discipline
- At least 2 years' experience in social behaviour change, media, or communications projects with GBV focus as an added advantage.
- Experience in management of projects, budgets, and staff.
- Experience in donor report writing.
- Strong understanding of how patriarchy, gender inequality and crisis impact upon the lives of women and girls and their experiences of violence, and how GBV intersects with traditional socio-cultural beliefs, traditions, and practices.
- Strong financial management skills, with proven experience managing complex medium to large budgets for donor-funded international development projects and knowledge of the reporting requirements of donors.

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 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, send your CV and a short covering letter setting out how you meet the knowledge, skills, training and experience requirements listed in the job description to Recruitment@ss.bbcmediaaction.org in PDF or MS word format in zipped folder

The position should be clearly indicated in the email subject line as **“Project Manager-Ref No. BBC/JBA/2023/09/11/01-PM-GBV**

To accompany your CV and Cover letter, ensure the following documents are attached.

- Clear copy of South Sudan National ID card/Passport
- Clear copy of academic documents from recognised learning institutions
- Training certificates

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.

QUESTION:

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.

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

No

