



AMALNA SOUTH SUDAN

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Approved

[Signature]
3/08/2022



Audio/Studio Technician

Background

AMALNA South Sudan is a Media Support National Non-Governmental Organization (NNGO) founded and registered with Relief and Rehabilitation Commission (RRC) in 2016 with registration number 499. The main aim of the organization is to work with youth and local communities at the grassroots level to bring about peace and national development. Our thematic focus is on Peace building, Democracy and Governance, Natural Resource Management, Media Development, Humanitarian Response and Economic Empowerment and Institutional Capacity Strengthening.

AMALNA is experienced in the use of Media and communication to inspire 'positive voices' as a means of promoting a culture of peace and reconciliation and thus contributes to good governance and reconciliation in communities by supporting inclusive dialogue, awareness raising through drama, film, street theatre, outreach activities, radio, art, music, culture and capacity-building. Amalna is a youth led organization currently covering Central Equatoria, Jonglie state, Lakes state, Eastern Equatoria, Upper Nile and Unity.

We are looking for a competent audio technician (**volunteer**) to join our production team.

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|----------------------------|---------------------------------------|
| POSITION | Audio/Studio Technician (Volunteer) |
| DEPARTMENT | Program |
| REPORTS TO | Senior Producer |
| ADVERT OPEN DATE | 31 st August 2022 |
| EXPECTED START DATE | Immediately |
| DURATION | 6 Months, with possibility of renewal |

1. Purpose of the position

AMALNA South Sudan (AMSS) seeks a Juba-based Studio Technician to be based in Amalna's office.

Working closely with the scripting and production team, this position will work as a volunteer to support the scripting and production team. This includes setting up and breaking down audio equipment, running cables, testing microphones and other equipment and manage the studio equipment during recording period; and support in recording, editing and mixing of radio content.



2. General Key Tasks

The Audio technician responsibilities include setting up and breaking down audio equipment, running cables, testing microphones and other equipment and manage the studio equipment during recording period.

The technician will have experience in analogy and digital mixing consoles as well as minor repair and maintenance of sound equipment. The required technician should be a creative person and should know how to create, write scripts, record sound, edit and mix radio programmes.



3. Tasks and responsibilities

Technician (Sound Editor)

- Preparing and operating sound or studio equipment.
- Is fully responsible for all items in the studio and for the proper handling of all equipment.
- Setting up and breaking down audio equipment and ensuring actors and lead script writers are happy with the sound quality and the setup of the audio equipment.
- Running audio equipment and checking that everything is properly connected.
- Collects all relevant music and sfx for the serial drama.
- Tests and re-tests audio equipment for volume, tone, and clarity, installation and ensures technical equipment is working in order;
- Evaluating audio equipment for repair and maintenance.
- Operating mixing consoles and adjusting sounds and volumes when necessary.
- Recommending equipment and software upgrades when necessary.
- Goes through the script with the script writers, senior producer and actors to check for potential technical problems.
- Identifies all sounds or all input needed for recording and arranges for recording accordingly
- Takes inventory of all items and keeps record.

Recording:

- Sets time schedule for all actors and participants for recording;
- Ensures that the studio has the required number of microphones (one for each of the main actors), and all are working properly;
- Always perform a test to ensure all things are in order;
- Marks all music and sfx in his/her script.

Social Media:

- Develops short audios and messages to be posted on Amalna's social media pages (Facebook, Twitter, Instagram etc).
- Upload newly produced content on all social media sites and compile daily feedback.
- Engage social media followers on daily bases through posting questions, teasers among others.

Scripting:

- Participate in all brainstorming sessions during storyline development and concept note development
- Participate in scripting process together with the scripting and production team.
- Participate in the script editing and reviewing process.



NON-SPECIFIC RESPONSIBILITY

Perform any other assignments reasonably associated with but not listed in this Job Description as and when assigned by the supervisor, or the Executive Director.

4. Competencies

Required qualifications and work experience

- A Diploma or Bachelor's Degree in Music, Dance and Drama or any field related to sound technologies.
- A minimum of 2 years of experience in radio content production (drama, jingles, PSAs etc).
- Advanced knowledge of sound and recording equipment.
- Advanced knowledge and experience in recording, editing and mixing of radio content.
- Experience in script writing and social media management of humanitarian sector.
- Excellent communication and customer service skills.
- Good multi-tasking skills.
- Excellent computer skills.
- A technical aptitude and creativity.

Knowledge and skills

- Have thorough knowledge of managing or implementing SBCC projects in South Sudan (mandatory).
- Having good knowledge about the conception and use of different mass media advocacy tools is a strong advantage.
- Have experience in moderating meetings between various actors including planning and task-sharing sessions (mandatory).
- mobilization and interpersonal skills with both staff and stakeholders.
- Have experience with participatory approaches to decision making.
- Experience with (supervision of) training and coaching is an advantage.
- Experience in donor report writing, both narrative and financial.

5. Application Process

- Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID electronically to: HR@amalina-ss.org not later than **19th September 2022**; or to Address: **Plot 181, Block 3K South, 2nd class**, Hai Tongping Residential Area, Juba, Republic of South Sudan.
- Applications will be reviewed on rolling bases due to the urgency of the position.
- The position is open only to South Sudanese nationals.

Plot 181, Block 3K South, 2nd class, Hai Tongping Residential Area, Juba, Republic of South Sudan

31 AUG 2022

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- Only shortlisted candidates will be contacted and applications submitted will not be returned.
- Female candidates are highly encouraged to apply.

NOTE: WE DO ACCEPT BOTH SOFT AND HARD COPIES, HOWEVER, WE PREFER YOU SUBMIT SOFT COPIES TO THE ABOVE EMAIL ADDRESS. A detailed job description will be provided to the selected candidate.

Note: This position is totally a voluntary position, the successful candidate will use his only money to travel to and back from the office. However, the successful candidate will benefit from capacity building session that will help him/her experience in scripting and studio management. Female candidates are strongly encouraged to apply.

