



AMALNA (AMSS) SOUTH SUDAN

One (1) MONITORING & EVALUATION ASSISTANT (VOLUNTEER)

Background

AMALNA South Sudan is a non-partisan not-for-profit national organization registered by Relief and Rehabilitation Commission (RRC) since November 2016. The main aim of the organization is to work with local communities at the grassroots level through provision of edutainment, information and communication tools that will empower and strengthen the youth, women, children and the citizenry to build a peaceful South Sudan. AMALNA is experienced in Social Behavioural Change strategy of using radio and outreach programs to bring about change.

We are therefore looking for a talented South Sudanese to fill a position of a Monitoring and Evaluation Assistant (Volunteer) to join our program team in Juba. AMALNA provides equal recruitment opportunity, however, female are highly encouraged to apply.

POSITION	Monitoring & Evaluation Assistant (Volunteer)
DEPARTMENT	Programme
REPORTS TO	Senior Program Officer
EXPECTED START DATE	As soon as Possible
PERIOD	3 Months with possibility of renewal

I. Purpose of the position

The M&E Assistant (Volunteer) will be assisting in all aspects of M&E which includes communication with radio stations, gathering stakeholders' views and opinions and engaging with social media audiences online. Others include writing short articles to be posted on social media and the AMALNA's website, assist in audience feedback and data collection and analysis.

II. Tasks and responsibilities

The M&E Assistant will work with the program team to support the projects and broadcast related activities for the radio programmes.

Broadcasting and monitoring

- 1) Managing communication with local broadcast partners for broadcast of all radio dramas.
- 2) Managing the distribution of CDs and collection of audience feedback to radio stations.
- 3) Monitoring and keeping up to date records of broadcast days and times with broadcast partners

Audience Engagement

- 1) Oversee the running of the project Social Media, including the Facebook and Twitter pages through regular posting and engagement with listeners. This includes, but is not limited to:

a. Content Management

- Track audiences and organizations, institutions, groups of likeminded voices
- Track conversations in social media; twitter, Facebook, Instagram etc.
- Track broadcast and conversations/discussions going on around the Project episodes/story lines, curriculum goals
- Collect and track data on comments and discussions.

b. Research and content creation

- Research and track trends and changes in social media
- Develop and adapt best practices and guides - this will be done for monitoring and evaluating the efforts already made
- Develop new social media strategies [there should usually already be an overall strategy in place- so this would be more about re-aligning existing policy to deal with the situations they found]

c. Generate key social media content

- Quotes/ Anecdotes from people
 - Photos/ Selfies of community activities
 - Short Video clips taken using phone of groups, activities that are in line with the project curriculum goals and storylines.
 - Short audio clips/ recorded using basic gadgets like phone that capture the project goals.
- 2) Manage the SMS listener engagement element through selecting winning answers and replying to messages/calls using Frontline SMS. Update Frontline SMS continually.
 - 3) Coordinate the involvement of cast members (actors and actresses), project staff, and Social Media Curators in all elements of listener engagement.

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 ED.

III. Competencies

Required skills & Qualifications

- Minimum 1 year of practical experience.
- Certificate or Diploma in M&E, Communication, MDD, and other related qualifications.
- Knowledge and experience working as M&E Assistant.
- Previous experience working on managing humanitarian social media pages or websites.
- Ability to work under pressure often to strict deadlines.
- High energy and flexibility to changing circumstances.
- Radio drama production and acting experience will be an added experience

IV. Application Process

- Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID electronically to: ***info@amalna-ss.org*** not later than ***31st July 2020***; or to ***Address: Plot 181, Block 3K South, 2nd class, Hai Tongping Residential Area, Juba, Republic of South Sudan.***
- The position is open only to South Sudanese nationals.
- Only shortlisted candidates will be contacted and applications submitted will not be returned.
- ***Though we do accept hard copies, but we prefer you send your application through the above email address.***

Note: A detailed job description will be provided to the selected candidates