



# VACANCY ANNOUNCEMENT:

## (EXTERNAL)

BBC MA/JBA/2023/17/Dec/10/CM/GIZ

<b>Job Title:</b>	-Community Mobilisation Officer
<b>Line Management:</b>	-Projects Management and Training Manager
<b>Contract type/Time:</b>	-3 months fixed term. Possibility of extension will depend on availability of funds
<b>Location:</b>	-Juba with expected travel to the field
<b>Eligibility:</b>	-South Sudanese National Only
<b>Deadline for submission:</b>	-28 <sup>th</sup> January 2024, 5 PM CAT

### 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.

### Overall Purpose of Job:

BBC Media Action with partner Civil Society Organisations (CSOs) and local radio stations will address the linkages between civic participation, women leadership in rural development and peaceful conflict resolution discourse. The intervention will support communities in the selected counties to create a platform for citizen participation, women empowerment and participation in decision making, leadership, peaceful coexistence, planning and accountability, that will promote rural governance and development in the selected counties of South Sudan.

The Community Mobilisation Officer will be responsible for community mobilisation activities being delivered through CSOs in delivery of social behaviour change communications project in BBC Media Action. This role will entail proactive administrator and to ensure the effective coordination of logistics and paperwork; attention to detail and the ability to work independently is vital for the role. The individual is also responsible for the development of training materials, delivery and implementation of the activity, with support supervision and relationship management with project partners in the field.

### Main Duties:

- Contribute to developing new and/or adapting existing training material.
- Ensure that training, and on-the job training have an effective monitoring and evaluation mechanisms.
- Will deliver and facilitate training sessions to the target beneficiaries of the project,
- Will work in strong coordination with the Project Manager, Research and production Team, as well with the CSO partner's staff.

**South Sudan**

- Ensure compliance with BBC Media Action quality standards and benchmarks, with learning and accountability mechanisms.
- Actively participate in Baseline, End-line evaluation, and any other Research activity for the project
- Responsible for drafting reports-based reporting plan on the community mobilization activities and capacity building component
- Holds the CSO partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance.
- Will be accountable to CM deliverables managing resources efficiently, achieving and role modelling BBC Media Action values
- Be a strong communication link between the community mobilisation team and other BBC Media Action teams including Project Management, Finance and Operations, Research and Production.
- Support a strong working relationship between radio production and community mobilisation by participating in regular meetings and sharing information.
- Take minutes at meetings and circulate action points as required
- Encourage and manage an archive of project pictures, stories of change and effective practices from community mobilisation activities
- Work to support the Project Manager to deliver the CM activities and submit reports.
- Supervise and follow up works of the partner stations.
- Organise and conduct community mobilisation technical training.
- Establish and maintain strong communication and relationships with project partners in the field.
- Together with the Project Manager establish linkages between CSO and media station.
- Keep and maintain an updated record of community mobilisation databases and files
- Participate in the review of BBC Media Action quarterly and annual work plans for community mobilisation activities
- Contribute to the timely monthly and annual reporting on Community Mobilisation activities.
- Update and maintain production and community mobilisation activity whiteboards.
- Perform any other duties as necessary and appropriate.

**Person Specification - required knowledge, skills and experience**

- Degree in Social work or related field; with experience in local governance projects.
- Experience in training and development of CM training materials
- Solid previous experience in Community Mobilization, and in providing training, and in coaching using very creative techniques in South Sudan.
- Experience in training trainers, facilitators, and CSOs
- High communication skills;
- Strong interpersonal skills in working with different actors;
- Strong and confident interpersonal and communication skills, a capacity to engage with diverse internal and external stakeholders and an aptitude for creating connections across teams
- Excellent written and spoken English, Spoken Simple Arabic (Requirement).
- Ability to work independently, to prioritise tasks and to take initiative.
- Proficiency with Microsoft Word, Excel, and the internet.
- Commitment to the aims and objectives of BBC Media Action

**Desirable**

- Experience of working within an NGO or socially focused organisation.
- Experience of working in media organisation or creative industries;
- Any other spoken languages, Muru, Bari, Simple Arabic, Dinka, and Nuer.

**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.

South Sudan

- **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, please submit your CV of maximum 3 pages, a one page cover letter and only copies of NON-REFUNDABLE academic documents, national ID to BBC Media Action’ Senior HR and Operation officer  
**OR** Send to email address [Recruitment@ss.bbcmediaaction.org](mailto:Recruitment@ss.bbcmediaaction.org).

The position should be clearly indicated in the subject line as “**Community Mobilization Officer**”- Ref No. **BBC MA/JBA/2023/17/Dec/10/CM/GIZ** ”

**NOTE: Do not submit any original academic documents, ID card/Passport, BBC media Action will not be responsible for any loss or damage. No application fees are required.**

**QUESTION:**

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.

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

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