

South Sudan

VACANCY ANNOUNCEMENT:

(External)

Ref No. BBC MA/JBA/2023/17/NOV/02/PC-LIL

Job Title:	Production Coordinator
Number of positions	One (1)
Line Manager:	Head of Production
Contract type/Time:	10 months fixed term
Location:	Juba, with travel to the field
Eligibility:	South Sudan National only
Deadline for submission:	5 th December 2023, 5 PM CAT
NOTE:	AS THIS POSITION IS URGENTLY REQUIRED, SHORTLISTING MAY START BEFORE THE APPLICATION DEADLINE.

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.

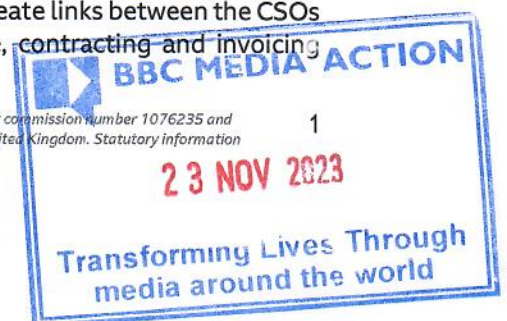
BBC Media Action delivers a portfolio of media and communication for development projects in South Sudan. We seek to expand this portfolio of work, ensuring that existing projects are delivered on time, to budget, to the highest standards, and in accordance with BBC editorial values as well as Media 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 Production Coordinator will ensure logistical coordination of all project activities – including coordinating broadcast stations, track broadcast schedules, oversee the broadcasts, receive, and analyze all studio call logs and keep all data bases of callers' feedback. They will also support the Training Coordinator to create links between the CSOs and the partner stations, and support partner due diligence, contracting and invoicing.



South Sudan

processes. Additionally, s/he will support the Production team for the project by managing actor schedules and organizing logistical support and managing logistical and administrative tasks to ensure the smooth running of production activities.

Main Duties:

- Lead all procurement processes and ensure that they are conducted in accordance with BBC Media Action and donor guidelines.
- Participate in the selection and due diligence process of the CSOs and broadcast partner stations.
- Maintain effective communication with partners and monitor content pipeline on behalf of partners.
- Ensure timely delivery and broadcast of radio content.
- File and organize all production related work, including bills, caller feedback sheets, production reports, production schedules and contracts.
- Manage pre and postproduction paperwork, including the filing of draft and final scripts and archiving of all episodes produced.
- Identify institutional capacity needs for partner CSOs using the Partnership Capacity Analysis (PCA) approach and develop a partnership Risk Matrix and Mitigation plan.
- Manage all assets for the project.
- Coordinate transportation of project team, actors, and consultants.
- Type, edit and distribute scripts.
- Ensure coordination and collaboration between the production office and other departments.
- Work closely with the Project Partnership Coordinator on all training, including safeguarding, gender and PSEA for partners, actors and translators.

PERSON SPECIFICATION - REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Bachelor's Degree in procurement, supply chain management, finance, accounting, social sciences, or a related field.
- 3 years of experience in managing partnerships, supply chain management and capacity strengthening.
- Demonstrable experience in procurement, administration, travel support and financial processes.
- Demonstrable experience in planning, scheduling, directing, and executing production activities in a busy environment.
- Experience in due diligence processes.
- Excellent communication and interpersonal skills
- Sound administrative and organizational skills
- The ability to prioritise and cope with last-minute changes (e.g., to scripts)
- Good knowledge of English and Juba Arabic.

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.



South Sudan

- **Planning and organisation** – Are 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, **cover letter**, Copies of **Academic documents**, and **National ID Card** to email address 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 **"Production Coordinator_BBC MA/JBA/2023/17/NOV/02/PC-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.