



Community Engagement Network Job Description

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Approved by
Inspector PR/P
MOL



Job Title: Project Coordinator

Location: Juba-based with frequent travels to field locations

Reports To: Network Programs and M&E Manager

Application Period: 23th Dec 2022 – 13th Jan 2023

About CEN

CEN is a participatory South Sudanese initiative that promotes social cohesion and transformation in diverse communities through locally driven innovative multimedia programs. CEN aims at:

- Dissemination of South Sudanese culture through traditional and contemporary media programming and content
- To support the development of media and its actors as a catalyst for free cultural expression, empowerment and social inclusion.
- To support the documentation and archiving of South Sudanese culture through multimedia arts To promote intercultural dialogue and inter-community relations between diverse South Sudanese communities.
- Increase community participation and involvement in determining information priorities
Bridging communication gaps between communities and relevant stakeholders

CEN's vision is a socially transformed and cohesive society. The network's overall objective is to harness South Sudanese culture through media and arts as a tool for community engagement through strategic partnerships with networks of media and arts actors to engage 1 million people in six locations across the three greater regions of South Sudan by 2024

Position Summary:

The Project Coordinator shall be responsible for day-to-day follow up of the project activity implementation, consolidation of feedbacks, social media mapping, monitoring and engagement and support to the field Team Leads in all CEN locations in South Sudan, as well as being the point of contact for field locations in Juba- The position will be based in Juba with frequent travel to all field locations. The officer is fully responsible to ensure that all information and data from the field is captured, documented, analyzed and reported in a results-based and timely manner for donors and internal purposes for CEN. S/he is responsible for developing communication material on CEN activities for internal and external audience. S/he will report directly to the Program and M&E Manager and will work closely with the station managers, Operations and Information Officer, Translation and Reporting Officers, Finance Officer, Community Correspondents and partners on projects planning, coordination, mentorship, and implementation.

Main responsibilities

Project Coordination

- Lead and work closely with and in collaboration with project staff to plan, implement, monitor, and document the project activities in satisfactory manner to meet the donor and beneficiary information needs.
- Advise project staff during the project implementation in liaison with the station managers under the overall guidance of the Program and M&E Manager.
- Lead and coordinate preparation and submission of weekly project activities in collaboration with the project officers at the field level
- Responsible for preparation of bi-weekly monthly and quarterly project implementation progress reports.
- Act as the project focal persons for all matters and correspondence with Internews and other partners related to the project.
- Lead the engagement, collection, monitoring and analysis of social media posts

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- Guide the project officers and community correspondents to establish, strengthen and train listening groups in the project implementation areas and/or counties.
- Perform any other duty related to the project as may be assigned by his/her supervisor.

Communication

- Work with Program manager and supported by IT Officer ensure effective communications, visibility and knowledge management
- Work on advocacy points with Program & M&E Manager and other cluster coordination forums.
- Manage media relations with local and international media outlets in coordination with program Manager with support from IT Officer.

Reporting

- Under supervision of Program & M&E Manager, help produce high quality program progress reports as per donors requirement.
- Provide high quality editing and formatting for all program related documents;
- Support program staff in organizing and managing workshops, media related events and field visits as required;
- Provide relevant expert services to the project management unit, program components and network members and partners on reporting and communications and act as a facilitator or trainer;
- Provide through progress reporting continuous analysis of the achievements, facilitate project review, evaluation and audits;
- Develop donors reporting date and requirements template for internal and external use
- Other duties as needed

Skills and Experience:

- Degree in Program Planning and Management, Community Development, or a related field with at least 5 years of experience, 3 of which should be with an International NGO in emergency/humanitarian contexts. Master's degree in related field will be an added advantage
- Basic journalism skills/media related qualification desired.
- Keenness to accuracy, completeness, attention to details.
- Sound knowledge of community engagement.
- Solid communication skills, both written and verbal.
- Proven leadership skills and experience, employee management and understanding data privacy standards.
- Organizational skills; planning skills; problem-solving skills; computer skills; multi-tasking abilities; integrity and honesty.
- Ability to effectively manage a variety of internal and external relationships, including relationships with partners.
- Fluent in English: writing and speaking. Arabic language is an added advantage.

How to Apply:

- Email your application to info@cen-ss.org or hand deliver it to the CEN office:**
 - CEN's office is located at Concord House, Opp. Keren Hotel, Hai Malakal
 - Hand delivered applications should be in a sealed envelope with the position clearly written and addressed to Human Resource Department CEN South Sudan.
- Include an attachment of your Cover Letter and CV**
- Include an attachment of professional documentation and academic certifications**
- Remember to include a telephone number and email so we can contact you**
- Only shortlisted candidates can be contacted for interview**
- DO NOT submit original documents. CEN will not be held responsible for any lost documents. CEN does not return applications once submitted.**

Closing date: 13th January 2023, 5:00PM. No applications will be received after this.

This position is open to South Sudanese nationals ONLY. Qualified women are encouraged to apply.



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