

MINISTRY OF PUBLIC SERVICE AND ADMINISTRATION
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Job opening - Re-advertisement.

Position: Organisational Development Specialist (ODS)

Date of re-advertisement: March 6th, 2023
Closing date: March 31st, 2023
Reports to: AMDISS' Director
Salary: Competitive local salary
Working hours: 40 hours (Monday-Friday) except official holidays
Locations: Juba-based with travel to the strategic partners in the states of South Sudan
Contract: one year, with the possibility of renewal subject to availability the of funding

Job Summary

The Organisational Development Specialist is to support the enhancement of institutional capacities, effectiveness, and efficiency of AMDISS and partners implementing the USAID-funded Sustainable Independent Media Activity (SIMA), implemented alongside international NGO IREX. The ODS will lead AMDISS's co-implementation of two core elements of SIMA, namely, the capacity building of journalists and strengthening the financial, institutional, and social sustainability of South Sudanese media organizations. This will include guiding AMDISS and partner media outlets to understand their current and desired future state while taking a systemic approach to guiding them forward.

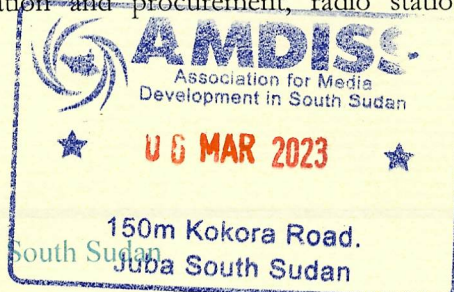
Background

Association for Media Development in South Sudan, (AMDISS), is a members-only organization of media entities serving South Sudan. The association aims to provide members (media houses) services including advocating for a conducive media environment, capacity building of members, and a central media hub for meetings and high-quality formation.

The role of ODS is dedicated to AMDISS's implementation of the current USAID-funded Sustainable Independent Media Activity in South Sudan. SIMA is a three-year project (September 2022-August 2025) funded by USAID to improve access to credible, accurate, and reliable information for South Sudanese citizens by promoting the sustainability of high-quality, high-quality radio operations. SIMA will be working with media partners with presences and operations in some of the 13 USAID priority counties including Abyei. The program also emphasizes building and addressing media partners' sustainability from three angles: financial, institutional, and social. AMDISS is the national technical partner implementing SIMA alongside IREX (as the lead implementer).

On that note, AMDISS is seeking an **Organization Development Specialist** to:

- Improve AMDISS' and partners' operations by developing programs that align human resources with business strategies in areas such as organizational governance, resource mobilization, financial management, administration and procurement, radio station

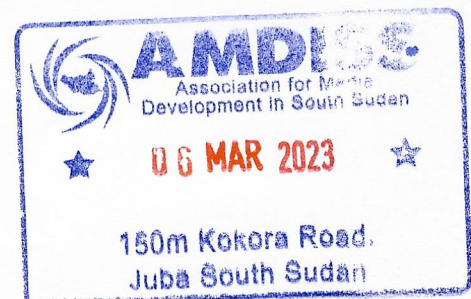
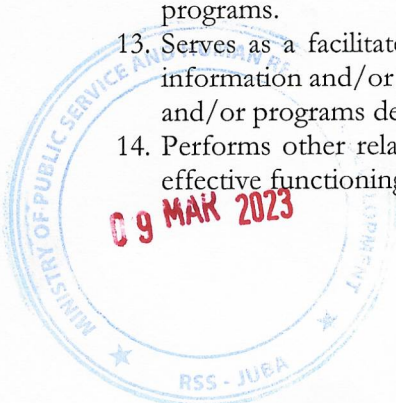


management, program development, performance management, human resources management, production, and editorial values, safeguarding and access and quality of radio programs by communities.

- The ODS will also be overseeing AMDISS's execution of capacity-building programs, as AMDISS will be leading all training of South Sudanese journalists in line with SIMA objectives.
- The ODS will serve as the project manager and key focal person for IREX staff for other elements of AMDISS's implementation of SIMA, including but not limited to ensuring elements of the AMDISS/SIMA Work Plan are executed to standard and accountable implementation of U.S. funds under this subgrant. The ODS will be collaborating within AMDISS to ensure the overall SOW is implemented.

Essential Functions

1. Conduct a Training Needs Assessment for relevant department employees in partner organizations about the change in management subjects (Organizational Restructuring, Simplification of Procedures, formulating functional and Job Descriptions) and others relevant to the department mandates.
2. Formulate and implement a training program based on the capacity assessment exercise, and conduct training sessions, in addition to on-the-job training for staff on topics related to organizational development.
3. Designs and implements various organization development programs (e.g., employee wellness, leadership development, employee recognition, performance excellence, etc.) to determine priorities to meet staff needs and support the project's goals.
4. Work with SIMA partners to design and guide and implement a variety of organization development programs (e.g., employee wellness, leadership development, employee recognition, performance excellence, etc.)
5. Reviews develops, and coordinates with AMDISS Secretariat and Board Members and IREX staff the strategic planning to meet AMDISS initiatives, policy, and governance development for the purpose of facilitating a new development of strategic plans 2023 - 2025.
6. Identifies and obtains resources for the purpose of implementing training and other programs.
7. S/he is to attend and conduct a variety of meetings as assigned for the purpose of providing proactive involvement of AMDISS to fit in contributing to SIMA objectives.
8. Collaborates with AMDISS' team, partners, and experts for the purpose of designing, conducting, and evaluating training content, methods, materials, and program schedule.
9. Communicates with AMDISS administration, Radio Managers, and partner representatives for the purpose of coordinating activities and programs.
10. Work out to resolve issues and conflicts internally and to enhance exchanging information.
11. Performs personnel administrative functions (e.g., training, mentoring, supervising, evaluating, etc.) for the purpose of enhancing the productivity of personnel and ensuring department/program outcomes are achieved.
12. Provides technical expertise, information, and assistance to AMDISS' Secretariat for the purpose of assisting in the formulation and development of other procedures and programs.
13. Serves as a facilitator from the secretariat and the board for the purpose of providing information and/or advice regarding active or planned organizational development efforts and/or programs designed under SIMA.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of AMDISS and SIMA partners.



Qualifications:

Organizational skills- because the key duties of an ODS are focused on improving AMDISS and partners' efficiency and effectiveness, the ability to organize data and plan for the future is important.

Analytical thinking- analysing various forms of data, from survey results to training program assessments, to create the best strategies possible is a core skill.

Proven analytical and writing skills, including in the area of gender and programming including Assesses project performance to identify success factors and incorporate best practices into project work.

Problem-solving skills- different companies, and each department within, have different organizational and training needs. If a strategy results in little or no success, the organizational development specialist must be able to troubleshoot why and devise an alternative strategy.

Attention to detail-dealing with a combination of people and the data related to them requires someone who pays attention to details. Overlooking certain pieces of data can be detrimental to overall results.

Interpersonal skills- as an influencer who strives to help others develop and grow, an organizational development specialist needs strong interpersonal skills to gain the trust of the AMDISS employees intended to benefit from their expertise.

Collaboration- the ability to actively engage and collaborate with everyone, from internal stakeholders to media partners to external consultants, is critical to success in this position.

Education: At least a min of a bachelor's degree in Institutional development or development studies, business management, social science, communication, or journalism. A postgraduate study of the above will be an added advantage and a minimum of 5 years of experience working in the relevant field.

How to apply:

Applications (Cover letter and updated CV) must be submitted by close of business on March 31st, 2023, to the following address info@amdiss.org

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

Please note that is a re-advertisement and applications will be screened on rolling bases. Only short-listed candidates will be contacted, and applicants who submitted previously should nor resubmit

