

VACANCY ANNOUNCEMENT:

Position: AMDISS Media Development Officer

Job Description

Responsible to: AMDISS Executive Board

Reports to: AMDISS Centre Manager

Salary: Competitive local salary

Working hours: 37.5 hours (Monday-Friday) with occasional weekends

Locations: Juba-based with travel within Sudan and abroad when necessary

Contract: one year, with possible renewal

Job Summary

The Association for Media Development in South Sudan, (AMDISS), is a members-only organisation of media entities serving South Sudan. The association aims to provide to members common services, such as agreed code of ethics/conduct, conducive environment for media practitioners as well as provision of a centre for meetings and sharing of information. The current three-year program is funded by the Government of Norway through Norwegian People's Aid (NPA).

The project aims at securing a framework and respect for freedom of expression and press freedom in South Sudan. It will do that by pushing for the adoption of key legislation surrounding issues of freedom of the press in the South Sudan National Assembly and monitoring the implementation of the laws after they are passed. It will also seek to strengthen key media organisations and actors by training and other methods to improve their ability to report on these key issues.

AMDISS is seeking a **media development officer** to assist in the delivery of program goals surrounding communications, public relations and advocacy.

Qualifications:

1. University degree or equivalent in journalism, communications, public relations or other related areas from a recognised academic institution
2. Excellent written and spoken English. Knowledge of local Arabic (South Sudanese) is an advantage
3. Experience working within the media or communications sectors and knowledge of the media scene in Southern Sudan

Skills:

1. Excellent communication and organisational skills
2. Ability to work collaboratively within teams, build consensus and effectively coordinate with internal and external actors
3. Ability to work under pressure in complex situations and to successfully implement programmes
4. Excellent computer skills

Major Responsibilities

In coordination with AMDISS Executive Board Team, the AMDISS centre manager, local and international partners and consultants, the media development officer is expected to:

1. Prepare press releases, newsletters and all other communications materials necessary to promote project activities.
2. Maintain regular contact with AMDISS members, local partners, AMDISS Executive Board members and consortium partners to brief them and fully involve them in project activities.
3. Address enquiries and provide information on the project
4. Assist in the writing and designing of research reports, training materials and advocacy materials
5. Organise meetings and conferences, facilitating the roundtable and advocacy process.
6. Organise trainings for media practitioners.
7. Monitoring implementation of freedom of expression policy and legislation in South Sudan
8. Plan and prepare meetings with government institutions and officials, key diplomatic personalities, donors, NGOs and others as required by the Executive Board members
9. Participate in the meetings and briefings and provide records of these meetings. Follow up on decisions and recommendations made in such meetings to ensure that actions are taken. Assist and/or conduct follow up meetings/sessions with such organisations and personalities.
10. Identifying actors of the freedom of expression and human rights communities in South Sudan and maintain regular contact with such groups
11. Assist in monitoring and review of project activities
12. Represent AMDISS where appropriate
13. Contribute to weekly, quarterly and annual reports for AMDISS Board of Directors.
14. Complete any other tasks as assigned.

How to apply:

Applications (covering letter and updated CV) must be submitted by Feb 17th 2012 to the following address info@amdiss.org copy mduku@amdiss.org

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

Please note only short listed candidates will be contacted, and applications received after the deadline will not be considered.