



www.gurtong.net

...bringing the South Sudanese together

Gurtong Trust - Peace & Media Project

P.O Box 544 Juba, South Sudan

GURTONG TRUST- PEACE AND MEDIA PROJECT

Gurtong is a non-governmental, not-for-profit organization, registered and working in Juba to promote peace and respect for our culture through the media. Our organization aims at removing all ethnic, political or personal obstacles on the way to unity, peace and mutual respect among South Sudanese.

We are doing this through our website www.gurtong.net , our monthly publication magazine *Gurtong Focus* and *South Sudan Safari* the Gurtong produced radio programs featured on some of the local radio stations.

Gurtong is also exploring in a pilot project the possibility of using portable video communication among and between ethnic communities towards peaceful resolution of conflicts.

Looking for Interns: As part of our giving back to the community through imparting knowledge and training upcoming all round media persons, Gurtong is offering internships to South Sudanese studying Journalism/Mass communication with an interest in print media and electronic media respectively.

a) Electronic Media Internship (Videography): We are therefore looking for **South Sudanese** to take up internships in electronic media. Should have the interest and basic knowledge on how to operate and take care of a quality but portable digital camera. Such a camera person will not only demonstrate capability and or potential to efficiently operate and take care of a digital camera but also share in our mission of peace and respect for South Sudanese cultural activities which promote reconciliation, peace and unity.

- **b) Editorial internships (Electronic and print media):** We also looking for **South Sudanese** to take up internships in electronic and print media. Should have A university/college degree or diploma in communications arts & media or related arts such as journalism, Excellent written and reading English skills, Advanced Computer skills.

To apply send a CV and cover letter with current contacts for three referees **not later than 20th May 2012** to:

The Director, Gurtong

P.O Box 544, Juba, South Sudan

Email jobs@gurtong.com . Please quote the job title on the subject line

OR

Drop applications to *Gurtong Juba Office, Airport View Business Centre, Along Airport Road, Juba town.*

** Only short listed candidates will be contacted.*



www.gurtong.net

...bringing the South Sudanese together

Gurtong Trust - Peace & Media Project

P.O Box 544 Juba, South Sudan

GURTONG TRUST- PEACE AND MEDIA PROJECT

Gurtong is a non-governmental, not-for-profit organization, registered and working in Juba to promote peace and respect for our culture through the media. Our organization aims at removing all ethnic, political or personal obstacles on the way to unity, peace and mutual respect among South Sudanese.

We are doing this through our website www.gurtong.net, our monthly publication magazine *Gurtong Focus* and *South Sudan Safari* the Gurtong produced radio programs featured on some of the local radio stations.

Gurtong is also exploring in a pilot project the possibility of using portable video communication among and between ethnic communities towards peaceful resolution of conflicts.

Due to our expanding coverage and changing/developing issues, events occurring in our areas of operation, there is an increased need for more editors in various sections.

Job Summary:

<i>Job Title:</i>	Editors
<i>Positions:</i>	2
<i>Duty Station:</i>	Juba, South Sudan or Nairobi, Kenya
<i>Contract Duration:</i>	6 months with possibility of renewal subject to availability of funds & performance
<i>Opening Date:</i>	8 th May 2012
<i>Closing Date:</i>	20 th May 2012
<i>Expected Start Date:</i>	1 st June 2012 or earlier

DUTIES, QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

Main Duties and Responsibilities

Information Functions

- Co-ordinate information and news gathering from the field Correspondents and field offices contacts for compilation.
- Editing articles, documents and any information for posting on the website and the monthly print magazine
- Updating and managing the information content of the website by:
 - Compiling and regularly updating news and information on Sudanese community Organizations and societies- local and International including their contacts and what they do.
 - Facilitating the information and news gathering by the Focal points on Social and Cultural Activities, Political Structures and developments, Peace Initiatives, Business developments and any other relevant topics for updating the information on Gurtong website.



www.gurtong.net

...bringing the South Sudanese together

Gurtong Trust - Peace & Media Project

P.O Box 544 Juba, South Sudan

- Working closely with Editor and web master to coordinate the website content.
- Where need be, work with the Correspondents on the ground by visiting the various sites to undertake information, news gathering and on job-training.
- Compilation and review of news and information gathered to ensure clarity and logic before forwarding to the Editor- In – Chief for final review.
- Planning the artwork, illustrations, and photos that go with each story
- Proof-reading of material and content in preparation of printing and posting and dispatch to check for errors and other oversights.

Monitoring and Supervision

- Use content management systems to analyze website statistics and prepare reports
- In co-ordination with the Editor- In- Chief undertake continuous on-the-job training for all focal points on information and news collection mechanisms and where necessary assist them in news and information gathering.
- Identify and develop proposals for the Information and news program on how to expand our information networks.

Networking

- Establish contacts and liaise with organizations involved in dissemination of news and information.
- Prepare activity web, editorial and magazine reports on a quarterly basis
- Any other related duties as may be required from time to time

Academic Qualifications:

- A university/college degree or diploma in communications arts & media or related arts such as journalism
- Excellent written and reading English skills
- Advanced Computer skills

Skills:

- Commitment to and understanding of Gurtong mission, values and principles.
- Strong interpersonal skills and ability to establish and maintain effective working relations with a team.
- Ability to work with and appreciation of people from different cultures
- Ability to maintain total confidentiality due to sensitivity of the work
- Analytical and problem solving skills
- Decision making skills
- Effective communications skills : verbal and listening
- Attention to detail and high level of accuracy
- Very effective organizational skills



www.gurtong.net

...bringing the South Sudanese together

Gurtong Trust - Peace & Media Project

P.O Box 544 Juba, South Sudan

Language and Communication:

- **Required:** Excellent verbal and written skills - **Fluency in English - (both written and spoken)** – English is the main medium of communication in the South Sudan Programme
 - Knowledge of some local languages is an added Advantage
-

To apply send a CV and cover letter with current contacts for three referees **not later than 20th May 2012** to:

The Director, Gurtong

P.O Box 544, Juba, South Sudan

Email jobs@gurtong.com . Please quote the job title on the subject line

OR

Drop applications to Gurtong Juba Office, Airport View Business Centre, Along Airport Road, Juba town.

** Only short listed candidates will be contacted. Due to the urgency of this position, applications will be reviewed as they are received.*



www.gurtong.net

...bringing the South Sudanese together

Gurtong Trust - Peace & Media Project

P.O Box 544 Juba, South Sudan

GURTONG TRUST- PEACE AND MEDIA PROJECT

Gurtong is a non-governmental, not-for-profit organization, registered and working in Juba to promote peace and respect for our culture through the media. Our organization aims at removing all ethnic, political or personal obstacles on the way to unity, peace and mutual respect among South Sudanese.

We are doing this through our website www.gurtong.net , our monthly publication magazine *Gurtong Focus* and *South Sudan Safari* the Gurtong produced radio programs featured on some of the local radio stations.

Gurtong is also exploring in a pilot project the possibility of using portable video communication among and between ethnic communities towards peaceful resolution of conflicts.

The level of activities of Gurtong has increased and with it comes with a higher demand for accountability and transparency. To contribute towards this Gurtong is looking for a qualified accountant to fill the position of Finance & Admin Assistant in our Juba office.

Job Summary:

<i>Job Title:</i>	Finance & Admin Assistant
<i>Positions:</i>	1
<i>Duty Station:</i>	Juba, South Sudan
<i>Contract Duration:</i>	6 months with possibility of renewal subject to availability of funds & performance
<i>Opening Date:</i>	8 th May 2012
<i>Closing Date:</i>	20 th May 2012
<i>Expected Start Date:</i>	1 st June 2012 or earlier

DUTIES, QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

Main Duties and Responsibilities

- Provide accounting support to Gurtong Juba office programme by posting expenditures and income in the accounting system and ensuring that all payments are made in accordance with Gurtong accounting policies and the donor policies.
- Liaising with our clients and partners to ensure proper circulation of our publications
- Debt Collection and control of funds collected from various income generating sources.
- Send financial accounts including bank & cash reconciliations for the specific accounts being managed by this position.



www.gurtong.net

...bringing the South Sudanese together

Gurtong Trust - Peace & Media Project

P.O Box 544 Juba, South Sudan

- Under the supervision of the Finance & Admin Officer, ensure timely preparation and payment of the monthly payroll.
- Process and make payments as provided in the approved budget and ensure that proper authorization is obtained for all disbursements and complete supporting documentation is attached
- Maintain inventory records and coordinate monthly mileage and fuel reports and the motor vehicle repair schedules for the field office.
- Assist the Finance & admin officer in Juba and in her absence perform other related duties and tasks supervised and agreed upon by the supervisor.

Qualification & Skills

- Degree/ Diploma in accounting or finance or business management or administration
- Excellent Computer Skills in MS Office especially spreadsheets, Internet, email writing
- Good oral and written reporting skills
- Experience with Quick books
- Organized and pay attention to details
- Excellent communication and people skills

Work experience

- Previous experience in administrative & finance position.
- Work experience with an NGO

Language and Communication:

- **Required:** Excellent verbal and written skills - **Fluency in English - (both written and spoken)** – English is the main medium of communication in the South Sudan Programme
- Knowledge of some local languages is an added Advantage

To apply send a CV and cover letter with current contacts for three referees **not later than 20th May 2012** to:

The Director, Gurtong

P.O Box 544, Juba, South Sudan

Email jobs@gurtong.com . Please quote the job title on the subject line

OR

Drop applications to *Gurtong Juba Office, Airport View Business Centre, Along Airport Road, Juba town.*

* *Only short listed candidates will be contacted.*
