

## Project Coordinator, South Sudan

**LOCATION:** Juba, South Sudan

**DURATION:** 09 months (to be extended upon performance)

**START DATE:** ASAP

Journalists for Human Rights (JHR) is looking for a Project Coordinator to help manage and further develop our project “Strengthening Media in South Sudan” in Juba, South Sudan. The project has a focus on human rights journalism training and media production with innovative ICT components looking to engage citizens on human rights issues.

This professional opportunity includes working with partner organizations, media trainers, media outlets, and freelance journalists in South Sudan to strengthen human rights reporting while helping build a local hub for innovative human rights journalism production and business models for gender equality. This is a full-time opportunity.

### About JHR

Journalists for Human Rights (JHR) is a leading international media development organization based in Canada with experience in more than 27 countries across the world. JHR’s mission is to empower journalists to cover human rights stories ethically and effectively to benefit their own communities. For more information, please visit <http://www.jhr.ca/>

### Duties and responsibilities include the following:

- Organize project activities, including workshops, media mentorship, on air online and public forums, roundtables, and press clubs guaranteeing a constant support to all project stakeholders;
- Guarantee clear documentation of all project activities, including monitoring and evaluation, through reports and other visibility tools, as required and agreed upon with JHR Head office;
- Ensure smooth implementation of activities through reaching out to partners, beneficiaries, and relevant local authorities;
- Produce planning documents, including budget forecasts and requests, and approve financial reports under the supervision of the Program Manager;
- Ensure the elaboration of monthly internal reports to be submitted to the Program Manager on achievements, projects, problems encountered, pertinent developments, and strategic needs;
- Be involved in visibility actions taken by JHR Headquarters in order to promote in-country and regional activities, including raising funds, working on communications material and campaigns, media outreach;
- Attend meetings with representatives from local and international government and non-government, private sector and civil society organizations, whenever required;
- Report to the Program Manager in Toronto, Canada.

Education:

- Bachelor's Degree in journalism or a relevant field of study or equivalent experience in the field.

Experience & Skills:

- Minimum 5 years of experience in providing logistical support, public relations or journalism.
- Familiar with South Sudanese media sector, including journalists and media outlets with previous established relations with both.
- Strong computer skills and above average knowledge of Microsoft Office Suite products including Excel and Outlook.
- Good knowledge of financial reporting.
- Excellent communication skills in English. Fluency in Arabic or French is highly recommended.
- Positive attitude and calm demeanor when dealing with governmental entities.
- Strong teamwork skills and the ability to work solely.
- Ability to present, resolve and address delicate situations with external contacts when required.
- Strong organizational skills and the ability to accurately synthesize data with a high degree of attention to detail.

If you are interested in the above position, please submit your cover letter and curriculum vitae in English to [Zein@jhr.ca](mailto:Zein@jhr.ca) by April 25<sup>th</sup>, 2018.

The interviews will be on two phases; the second and final- in person interview will be taking place in Juba, South Sudan.

We thank all those who are interested. However, only the shortlisted candidates will be contacted.

*No phone calls please.*