



**TOCH**  
South Sudan

The Organization for Children's Harmony

SO-11-5  
Approved by Senior Inspector,  
MOL PRESS



**Career Opportunity with TOCH South Sudan.**

**JOB ADVERTISEMENT:**

**TOCH Background:**

The Organisation for Children Harmony (TOCH) was founded in 2008 when a group of concerned youths came together to discuss the rise of communal violence and subsequent insecurity issues affecting children, youths, and women. Since its formation; TOCH has worked with communities through community participation and a human rights-based approach and its mission statement is “empowering grassroots communities to protect rights of children, mitigate and resolve conflict in a peaceful and sustainable manner.”

TOCH was legally registered by the government of South Sudan as a National Non-Governmental Organization (NGO) in 2011 by the Ministry of Legal Affairs and Constitutional Development (No.1115) and with the South Sudan Relief and Rehabilitation Commission (SSRRC) (No.1086). TOCH implements its programs along thematic areas of Protection (Child protection & GBV), Peacebuilding, Education, WASH, and Livelihoods in 4 states of Lakes, Warrap, Western and Northern Bahr el Ghazal with 7 field offices in Yirol, Rumbek, Tonj South, Tonj North, Kuajok, Twic and Aweil respectively and Juba being the Head office.

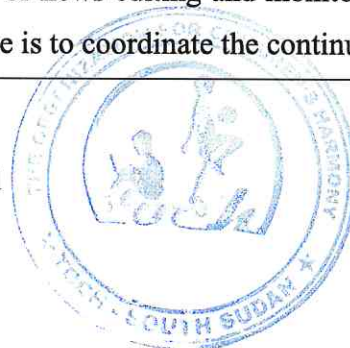
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| <b>POSITION</b>           | <b>Radio Station Manager</b>   |  |
| <b>Reporting to</b>       | <b>Peace Building Project Manager</b>  |  |
| <b>Duty station</b>       | <b>Tonj North of Warrap State (Warrap Town)</b>  |  |
| <b>Contract length</b>    | <b>6 (Six-month period with the possibility of extension) depending on continued funding and satisfactory staff performance.</b> |  |
| <b>Submission periods</b> | <b>Within two weeks working days (14) as from 27<sup>th</sup> of August -16 Sept - 2024</b>                                      |  |

**Safeguarding /Child Protection Policy:**

TOCH keeps Children and their Families Safe, therefore, our selection process will include rigorous background checks to reflect our commitment to the protection of children and their families from any form of Exploitation and Abuse.

**Job Purpose/Objective**

TOCH is seeking to recruit suitably qualified personnel for the position of Radio Station Manager to be responsible for the management of the radio (the station program /news /editing, would be responsible for overseeing the overall program or news editing and monitoring and addressing the performance of broadcast journalists. He /she is to coordinate the continuous news broadcast



with accuracy and consistency, ensuring compliance with broadcasting standards requirements of donors' government and the public. above all, he /she will be the one who verifies and edits the content of news to ensure the script compiles with journal ethics and standard and governing laws before being aired out

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Responsible for the on-air experience of the radio station, including music and other content, and informing the development of the overall sound of Kong Koc Radio;
- Provide oversight and guidance of the management of the radio station, including oversight of major department heads (News, Programming, Technical, Marketing) in collaboration with the Editor in Chief;
- Provide oversight and input for the development or review of a radio schedule that responds to the needs and interests of the target audience in Tonj North, Warrap State the greater Bahr el Ghazal region, and South Sudan.
- Ensure on-air personalities, DJs, newsreaders, and sportscasters are producing content appropriate to the target audience; including managing the rosters to cover the broadcast schedule;
- Manage and support all advertising efforts including the production of commercials and spots, and paid programming;
- Provide guidance for live broadcasts, including outside broadcasts;
- Support the development of music playlists;
- Provide management oversight of financial records of the station's operating expenses with an eye towards accountability and sustainability, in collaboration with the Editor;
- Assist the COP and other staff with the national expansion of the FM network;
- Conducting research and writing scripts on topics before broadcasts.
- Attending and reporting on events that are of interest to the public.
- Delivery of scripted, spontaneous, live, and prerecorded reports on newsworthy events.
- Traveling to events and ensuring the proper maintenance, security, and care of recording equipment.
- Working collaboratively with journalists, reporters, cameramen and other members of the reporting team
- Representing the organization at conferences, press briefings, events, and interviews.
- Ensuring a professional appearance, language use, and manner throughout reports.







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The Organization for Children & Humanity



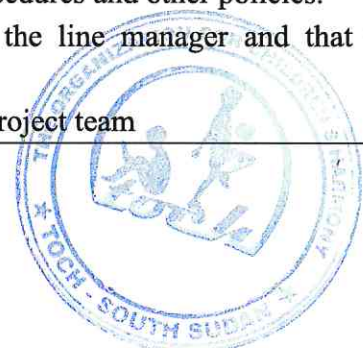
- Adhering to Policies: Following company policies and procedures, including those related to confidentiality, safety, and security.
- Any other duties that may be assigned by your supervisor

### **QUALIFICATIONS/ SKILLS OR EXPERIENCE**

- At least a bachelor's degree in mass communications or preferably in a media-related field,
- At least 3 years of experience in radio station management, or 5 years in journalism
- Strong understanding of commercial radio (in East Africa or elsewhere) and demonstrated experience in a similar position;
- Demonstrated experience in building radio market share;
- Outstanding leadership skills;
- Experience working with people of varying skills, cultural backgrounds, and professional qualifications;
- Excellent communication and presentation skills; strong English verbal and written skills, Fluency in Juba Arabic including local languages is an added advantage
- Creative, flexible, and effective in a team.
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- Ethical and professional research and reporting skills
- Well-spoken, engaging and knowledgeable about the local South Sudan news and events
- Critical-minded, meticulous and excellent recall of facts
- He/she must be South Sudanese Nationality
- Excellent command of computer skills in Information and Communication Technology, MS Office and voice editing software skills and experience

### **ORGANIZATIONAL POLICIES: -**

- Respects the Child Safeguarding Policy (CSP) and its principles of child protection, ensuring the policy's implementation and prompt notification with any information regarding potential breaches of the policy.
- Abides by and promotes the practices and values set out in TOCH policies and procedures such as the Internal Regulations, Standard Operating Procedures and other policies.
- Undertake all other duties that may be requested by the line manager and that is compatible with the job.
- Enhance adherence to the organization's policies by the project team





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**In case of emergency**

- Promote children's rights contributing to children wellness and protection during emergencies, guided by the humanitarian principles and the TOCH code of conduct
- Be prepared to support TOCH interventions in response to emergencies and able to be allocated in any province in the Country.
- Develop any activity requested by line Managers

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**Accountability:**

- Hold self-accountable for making decisions, managing resources efficiently, achieving and role modeling TOCH values
- Holds the team and partners accountable to deliver on their responsibilities -giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

**Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), take responsibility for their personal development and encourage others to do the same.
- Widely shares their vision for TOCH, engage and motivate others
- Future-oriented thinks strategically

**Collaboration**

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporter
- Value diversity and sees it as a resource of competitive strength
- Approachable, good listers, easy to talk to

**Creativity:**

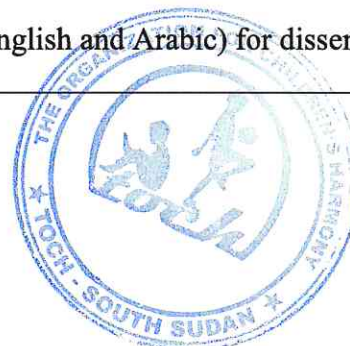
- Develop and encourage news and innovative solutions
- Willing to take disciplined risks

**Integrity:**

- Honest encourages openness and transparency

**Essential**

- Strong understanding of approaches for communicating information to a wide range of audiences including media relations
- Advanced proficiency in graphic design and photocopy
- Ability to multi-task, work under pressure meet tight deadlines, be responsive to external requests, and strong team players
- Excellent communication skills with excellent command of the English and Arabic Languages
- Ability to review and edit reports and produce (English and Arabic) for dissemination and publications





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| <ul style="list-style-type: none"> <li>• Experience identifying target audiences and devising promotional and campaign strategies to engage, inform motivate current and potential partners</li> <li>• Willing and able to travel widely in the Country to support field teams</li> </ul>   |
| <p><b>Additional Job Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</li> </ul>   |
| <p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>• The role holder is required to carry out the duties in accordance with TOCH equal opportunities and diversity policies and procedures.</li> </ul>  |
| <p><b>Child Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Behave towards children in a way that reflects the code of conduct and safeguarding policy.</li> <li>• Ensure that programs are designed through a child safeguarding lens to prevent any harm by program activities and /or abuse from staff/representatives (including volunteers)</li> </ul>   |
| <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• The role holder is required to carry out the duties in accordance with TOCH health and safety policies and procedures</li> </ul>   |
| <p>❖ <i>This position is only for South Sudanese National</i></p> <p><b>HOW TO APPLY</b></p> <p>Interested candidates get adverts through South Sudan NNG Forums to submit in their applications containing updated CVs, Motivation Letter addressed directly to <b>Operations Manager (HR)</b>, three Referees details with their contacts, and <b>ONLY Copies</b> of Nationality ID, Academic documents &amp; relevant certificates. hand delivers at the reception at the nearest TOCH offices of Kuajok, Warrap Town, Tonj South, Twic of Warrap State, Aweil HQRs of Northern Bhar El Ghazal State, Yirol of Lakes State – including Juba main office, <b>at Munuki Block A2 near to the funeral house of Bilpham road or contact below: Official email: <a href="mailto:recruitment@toch.org">recruitment@toch.org</a> and copy -<a href="mailto:jnyok@toch-ss.org">jnyok@toch-ss.org</a></b></p> <ul style="list-style-type: none"> <li>• <i>The position must be indicated in your subject line or on the envelope</i></li> <li>• <b>Females are strongly encouraging to apply</b></li> <li>• <b>Deadline for receiving applications shall be on 16<sup>th</sup> of Sept 2024 and closing time will be 4:00 PM</b></li> <li>• <i>Only short-listed Candidate shall be contacted</i></li> <li>• <i>Any application sent after this deadline shall not be considered for short list.</i></li> </ul> |

