

<b>Position Title:</b>	<b>FRI Radio Craft / Project Officer</b>
<b>Position Location:</b>	Kano, Nigeria
<b>Reports jointly to</b>	IMESO Executive Director; FRI's Radio Craft (RC) Team Lead; RePHL Project Administrator
<b>Works closely with:</b>	FRI's Regional Representative, FRI's Regional Radio Craft Officer, Digital Innovation Team, Knowledge Management Team, Broadcaster Resources Department, IMESO's Finance Department
<b>Length of contract:</b>	1 year position with possibility to renew for a second year

#### KEY AREAS OF RESPONSIBILITY

- Execute Radio Craft (RC) responsibilities for Reducing Post-Harvest Loss through Social and Behaviour Change Communication (RePHL) project (50-60%). The focus crop in Nigeria is tomatoes.
- Execute project officer responsibilities for RePHL project (30-40%)
- Support Broadcaster Resources (BR) activities in Nigeria (5%)
- Other support to Farm Radio (5%)

#### 1) Execute RC responsibilities for RePHL project in Nigeria

Under the supervision of the regional representative and the Radio Craft Team Lead ensure that all Radio Craft components of the RePHL are delivered effectively and to the highest standards.

##### **Program design**

- Plan, deliver, evaluate and report on design workshops for RePHL using the latest design method

##### **Capacity-building of radio partners**

- Assess the skills of the station involved in the RePHL project and assist in station selection
- Plan, deliver, evaluate and report on In-Station Training for the station(s) engaged for the RePHL project using the latest FRI training methods
- Provide distance coaching to the station involved in the RePHL project
- Support project station(s) to adapt and use FRI's broadcaster resources

##### **Quality Assurance**

- Monitor radio programs and offer follow up information to the station involved in the RePHL project

##### **Link to Farm Radio Specialty Teams**

- Ensure that design documents and in-station training plans are discussed and/or reviewed by the RCT Lead
- Collaborate with the Digital Innovations (DI) team to ensure that all interactive components (ICTs) of RePHL are planned, implemented and monitored, including Uliza polling questions

##### **Community Listening Groups**

- Contribute to establishing, supporting and liaising with listening groups and advisory groups

##### **Insights**

- Share lessons learned and insights from RC activities in Nigeria for continuous improvements of FRI methods

#### 2) Execute project officer responsibilities for RePHL project

##### **Project planning**

- Input to development of Project Implementation Plans (PIP) and spending plans
- Develop annual workplans (working with other project staff)
- Ensure workplans and spending plans are updated

##### **Project implementation**

- Ensure all activities run according to workplans and spending plans

- Coordinate directly with in-country project partners
- Convene regular project team meetings
- Report to regular internal project review meetings
- Lead implementation of planned activities
  - Formative research
  - Key stakeholder group contact, training
  - Coordinate baseline, midline, endline surveys
  - Oversee Program production and delivery

**Monitoring, learning, evaluation and reporting**

- Ensure monitoring and first drafts of complete and timely reports
  - Monitor reporting deadlines and ensures action taken by different actors
  - Draft project reports, including evaluations, and briefs on time

**Other**

- Troubleshoot any issues in-country (working with other FRI and IMESO staff)
- Input to project communications (briefs, press info, etc.)

**3) Support BR activities in Nigeria**

- Support the BR department in subscription and distribution activities
- Plan and facilitate BR orientation sessions for radio stations
- Monitor the use of BR
- Liaise with BR member stations and broadcasters

**4) Other**

- Contribute to annual work plans and budgeting activities for Nigeria
- Assist IMESO and FRI in program development work
- Contribute to insight and knowledge sharing activities

**Qualifications**

- Degree in Radio Journalism or a related field or the equivalent work experience in a relevant field. The minimum academic qualification is a Bachelor's degree. A Master's degree would be an additional asset.
- 5+ years experience in radio and/or communication for development programming
- 3+ years experience in interactive and participatory training, facilitating and coaching
- Strong capacity for facilitating participatory, multi-stakeholder initiatives
- 3+ years experience of project management and reporting
- Experience of monitoring and evaluation
- Excellent communication, writing and presentation skills in Hausa and English
- Willingness to travel

**Method of application**

Interested applicants should submit cover letter and CV to the Manager, Finance and Administration, Institute for Media and Society (IMESO): [imesoimeso@hotmail.com](mailto:imesoimeso@hotmail.com) [info@imesoimeso.org](mailto:info@imesoimeso.org); on or before **Sunday, June 3, 2018**.