**Position Title: FRI Radio Craft / Project Officer**

**Position Location:** Kano, Nigeria

**Reports jointly to** IMESO Executive Director; FRI’s Radio Craft (RC) Team Lead; RePHL Project Administrator

**Works closely with:** FRI’s Regional Representative, FRI’s Regional Radio Craft Officer, Digital Innovation Team, Knowledge Management Team, Broadcaster Resources Department, IMESO’s Finance Department

**Length of contract:** 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

1. **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.)

1. **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

1. **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, Finanace 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.**