



1. Project Manager

Star Media Development Centre (SMDC) is a media development organization that operates in Kenya and Somalia. We use innovative methodologies to engage the media and other key stakeholders to ensure that the development agenda is shaped and driven by the most affected members of Eastern Africa's communities.

SMDC uses a number of innovative communication approaches for development methodologies aimed at empowering communities with information necessary for informed decision-making and knowledge management.

Star Media Development Centre is seeking a Project Manager who will be responsible for SMDC's strategic direction, management of the communications operation, stakeholder relationship management, messaging and direct liaison with governments.

Purpose of Position

The Project Manager will be responsible for the strategic direction, management of the communications operation and stakeholder relationship management in Somalia.

Duties and Responsibilities:

- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and process maps to document needs

Qualifications and Requirements

- A minimum of University Degree in Project Management, Human Resources or any social science-related field.
- IT competency
- Excellent verbal and written communication skills in write English and Somali
- At least five years' experience in a similar position with strong references
- Working knowledge in using Microsoft office required.
- Honesty, confidentiality and integrity required.
- Cultural sensitivity.
- Ability to work with strict deadlines.
- Competency in performing multiple functional tasks.
- Good communication and interpersonal skills.
- Ability to communicate and work as a team
- Sense pf organisation, autonomy and initiative.
- Highly organized with strong attention to detail
- Ability to prioritize and multi-task.

Candidates meeting the above qualifications are requested to submit a motivation letter and updated Curriculum Vitae via the email address provided below. On the subject email line, please mention "Project Manager"

Email: jobs@smdc.or.ke

Application deadline: 23rd November 2018

Work Station: Mogadishu, Somalia

SMDC is an equal employer and does not charge any application/ recruitment fee. Only short-listed candidates will be contacted



2. REGIONAL MANAGER

Star Media Development Centre (SMDC) is a media development organization that operates in Kenya and Somalia. We use innovative methodologies to engage the media and other key stakeholders to ensure that the development agenda is shaped and driven by the most affected members of Eastern Africa's communities.

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Star Media Development Centre is seeking regional manager who will be responsible for ensuring that SMDC procedures and regulations are applicable to projects implemented in the region and represent the organisation at the regional level including general meetings with stakeholders.

Purpose of Position

The regional manager will be responsible for support the SMDC Team Leader in ensuring team cohesion across different work locations for the six regions in Somalia. He/she will maintain relationships with counterparts, community leaders, private sector and civil society organizations and all other stakeholders.

Duties and Responsibilities

- Support the Team Leader in ensuring team cohesion across six regions in Somalia
- Maintain relationships with counterparts, community leaders, private sector and civil society organisations and all other stakeholders
- Represent SMDC at the regional level including general meetings with stakeholders.
- Ensure that SMDC procedures and regulations applicable to projects implemented in the region with regards to program, logistics, security and administration are closely followed.
- Provide guidance to enable effective delivery of full remit of responsibility and providing challenging duties in order to stretch and empower.
- Formulate and implement media activity across Somalia in order to raise awareness and enhance SMDC reputation.
- Ensure that all media communications activity (i.e. press, radio TV, website, and online/social media activity) is integrated with SMDC strategic objectives.
- Assist in the development of new operations procedures and policies.
- Ensure timely implementation and reporting of project work under each of the outputs.

Qualifications and Requirements

- Minimum undergraduate degree in social sciences
- At least five years' experience working in conflict/post conflict context, with preferred work experience in Somalia.
- At least three years' experience in a project or program management setting
- Demonstrated experience in development and recovery programming
- Demonstrated experience in program assessments, problem analysis and program design
- Team player who is able to develop strong collaborative relations across the organization, in both the program and program support departments
- Good leadership and negotiating skills
- Proven capacity of managing programmes through partnerships
- Strong gender and conflict analysis skills, and the ability to articulate and design programs using rights-based approaches
- Proven budgeting and financial management skills
- Ability to develop and articulate programme ideas related to peacebuilding, governance and civil society
- Demonstrated ability to motivate and coach field staff
- Ability to work and live under difficult conditions

Candidates meeting the above qualifications are requested to submit a motivation letter and updated Curriculum Vitae via the email address provided below. On the subject email line, please mention "Regional Manager"

Email: jobs@smdc.or.ke

Application deadline: 23rd November 2018

Work Station: Somalia

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3. MONITORING AND EVALUATION OFFICER

Star Media Development Centre (SMDC) is a media development organization that operates in Kenya and Somalia. We use innovative methodologies to engage the media and other key stakeholders to ensure that the development agenda is shaped and driven by the most affected members of Eastern Africa's communities.

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Star Media Development Centre is seeking an experienced Monitoring and Evaluation Officer who will be responsible for designing, coordinating and implementing SMDC monitoring and evaluation activities in Somalia.

Purpose of Position

The post holder will ensure relevant and timely M&E information is provided in user-friendly formats to SMDC and key stakeholders.

Duties and Responsibilities

- Review and analyze weekly reports to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
- Support and participate in program and project evaluations

- Suggest ways to facilitate data collection and the flow of data within Program field teams
- Support the in reviewing the performance of existing management information systems to help identify potential modifications or resources
- Assist in proposing strategies to increase data use and demand amongst program staff
- Keep abreast of developments in program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.

Qualifications and Experience

- Bachelor's Degree in Administration, Information Management, Project Management, Finance or other relevant academic background (essential), Master's Degree (desirable)
- At least 3 years of Monitoring and Evaluation experience
- Capacity to produce high-quality briefs and reports in English.

Candidates meeting the above qualifications are requested to submit a motivation letter and updated Curriculum Vitae via the email address provided below. On the subject email line, please mention 'MSE Officer'

Email: jobs@smdc.or.ke

Application deadline: 23rd November 2018

Work Station: Nairobi, Kenya

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4. PHOTOGRAPHER/VIDEOGRAPHER

Star Media Development Centre (SMDC) is a media development organization that operates in Kenya and Somalia. We use innovative methodologies to engage the media and other key stakeholders to ensure that the development agenda is shaped and driven by the most affected members of Eastern Africa's communities.

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Star Media Development Centre is seeking a highly-skilled Photographer/Videographer who will be responsible for capturing, editing and producing images of the government's activities in Somalia for various news and online publication outlets. He/she will work with the SMDC Digital Media Manager and Production Editor to ensure maximum exposure of photos.

Purpose of Position

The photographer/videographer will shoot still photography and video of people and processes, in studio settings and industrial production areas. He/she will set up, operate, and maintain professional still photo and video cameras and equipment.

Duties and Responsibilities:

- Capture, edit and produce images of Somali government's activities for various news and online publication outlets
- Work with the Digital Media Manager and Production Editor to ensure maximum exposure of photos
- Help establish and maintain standards for camera settings, shooting methods, and storage and archive processes

- Edit photos and maintain photo library using Adobe Photoshop
- Plan and manage multiple projects simultaneously, including tracking production schedules, and planning shoots based on these production schedules
- Communicate/coordinate effectively with co-workers and clients
- Shoot the highest quality photos and video in industrial settings and at events
- Manage/direct still and video shoots, including directing on-camera colleagues
- Knowledge of Adobe Creative Suite - especially Premiere, Photoshop' Illustrator
- Experience in motion design/animation
- Proficient with Adobe After Effects
- Experience with audio recording equipment and techniques

Qualifications and Requirements

- At least 3 years of experience in studio and field-based still and video production lighting design and set-up i.e. strobe lighting, LED and tungsten
- Must have strong still photography and image processing skills
- Experience shooting in low light conditions
- Adept at working on both Mac and Windows platforms
- Expertise with professional still photography and video cameras, equipment and techniques
- Effective communication and ability to direct people during still photography, video shoots in industrial settings and at events.
- Willingness to travel to various locations within Somalia
- Diploma or University Degree in media arts, film/television, or a related field plus at least four years related experience

Candidates meeting the above qualifications are requested to submit a motivation letter and updated Curriculum Vitae via the email address provided below. On the subject email line, please mention "Photographer/Videographer"

Email: jobs@smdc.or.ke

Application deadline: 23rd November 2018

Work Station: Somalia

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