



## PROJECT OFFICER: COMMUNITY MEDIA

*Applications are invited from a suitably qualified, innovative, highly resourceful, competent and experienced candidate for appointment in the administration of the Media Development and Diversity Agency (MDDA) to fill in the position of the Project Officer: Community Media.*

MDDA is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in (amongst others) developing community and small commercial media in South Africa, in terms of the MDDA Act No 14 of 2002.

### **The Project Officer will:**

- Assist the Programme Manager: Community Media to manage and assess MDDA funded projects in accordance with the MDDA's grant making cycle;
- Assist the Programme Manager: Community Media with monitoring and evaluation of MDDA funded projects;
- Assist the Programme Manager: Community Media with project administration and logistics;
- Assist with the Project Tracking System and work as a member of the Project Team; and
- Co-ordinate, compile and ensure that all reports and documentation are generated and submitted according to specified standards and requirements.

### **Requirements:**

- An appropriate tertiary qualification or equivalent experience – with at least 2-3 years project management experience;
- A degree in development studies, media studies, and / or small business development;
- Knowledge and experience in grant management;
- Knowledge and experience of the community and small commercial media sectors;
- Experience in the development sector;
- Strong administration skills;
- Ability to work under pressure; and
- Computer literacy.

**Remuneration:**

179,999.38 total cost to company per annum excluding a discretionary performance bonus.

The Project Officer: Community Media will be reporting to the Programme Manager Community Media and the position is based in Parktown (Johannesburg).

Suitable qualified and experienced candidates are invited to submit their CV together with a one page letter of motivation and names of at least three contactable referees to Ms Lihle Mndebela ([lihle@mdda.org.za](mailto:lihle@mdda.org.za)) by **12h00** on the **28<sup>th</sup> May 2010**.

Applications must be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of all qualification documents and identity document. Failure to submit the requested documents will result in the application not being considered. Correspondence will only be conducted with shortlisted candidates. ***Should you not hear from us within two weeks of the closing date, please consider your application as unsuccessful.*** Only applicants who are interviewed will be advised of the outcome of their applications. Successful candidates will be required to enter into performance contracts.

MDDA is committed to employment equity policies and promoting equity, and to equal opportunity employment. Appointment is subject to appropriate reference checks and verification of information provided. The MDDA is under no obligation to fill the position after advertising it and reserves the right not to make any appointment. Although advertised, it may thus either be withdrawn or re-advertised.