

Terms of Reference | Program Implementation & Executive Support Lead/Coordinator

Role Summary

Reports to	Executive Manager
Duty station	Flexible (Nairobi / remote / Sudan, subject to security and operational need)
Duration	12 months, renewable subject to performance and funding
Languages	Arabic and English
Contract type	To be confirmed

Purpose

This senior implementation and executive-support role works across SMF's active programs, partner engagements and institutional workstreams. It combines program delivery, partner coordination, advocacy and knowledge processes, documentation, reporting and selected editorial follow-up under the direction of the Executive Manager. Strategic decisions, donor representation, financial authority and institutional accountability remain with the Executive Manager and the Board.

Role Design

40%	25%	20%	15%
Program implementation and partner coordination	Advocacy and knowledge processes including White Papers	Executive administration documentation and reporting	Monitoring research and institutional memory

The allocation is indicative and may be adjusted in line with the final FPU-supported program design.

Key Responsibilities

Program Implementation and Partner Coordination

- Lead day-to-day follow-up across active SMF engagements and maintain consolidated workplans, milestones, deliverable trackers and risk flags.
- Coordinate focal points, member organizations, consultants, developers and implementing partners; track approvals and escalate delays or implementation risks to the Executive Manager.

Advocacy Research and Knowledge Processes

- Support CFI advocacy engagement and two White Paper processes on Independent Media Governance and the Social and Medical Protection of Journalists.
- Coordinate research, expert inputs, validation, stakeholder consultations, publication follow-up and related reporting.

Digital and Platform Implementation

- Coordinate follow-up for the CFI Digital Enhancement Program and Internews Monetized Media Platform, including technical milestones, outstanding deliverables, user stories, workflows and required approvals.
- Support launch preparation, implementation documentation, beneficiary feedback and sustainability follow-up.

Executive Office and Institutional Support

- Maintain reporting, procurement, contract, partner, safety and approval records, along with HR and personnel files, equipment and asset records, Board follow-up and institutional archives.
- Track financial administration and supporting documentation only; financial authority is not assumed unless specifically delegated.

Monitoring Reporting and Institutional Memory

Establish and maintain one usable system for trackers, evidence files, decision logs and program records so that implementation knowledge is not scattered across individuals, email threads or informal channels. Support donor-standard narrative, implementation and evidence reporting, and provide accurate, continuous information for Executive Manager briefings to the Board.

Authority and Working Boundaries

- Reports directly to the Executive Manager.
- May communicate independently with partners, consultants, technical teams and SMF members for implementation follow-up.
- May not independently represent SMF on strategic or financial matters and may not sign off finances unless specifically authorized or delegated.
- Editorial and technical leadership remain with designated focal points; this role coordinates, follows up and documents.

Qualifications and Experience

- University degree in media, journalism, political science, international development, public administration, governance or a related field.
- At least 10 years of progressive experience in program implementation, grants and partner management, or media-development operations in fragile or transition contexts.
- Experience managing multi-partner, donor-funded portfolios and coordinating with media organizations.
- Proven ability to manage workplans, trackers, documentation systems and donor-standard reporting.
- Experience supporting advocacy, research or policy processes is an advantage.
- Fluent Arabic and English, with strong drafting and professional communication skills.
- Ability to work independently across multiple workstreams in a remote, high-pressure environment.

Core Competencies

Senior program coordination and follow-through • Grants documentation and institutional records • Multi-stakeholder communication • Editorial and advocacy literacy • Discretion and respect for governance boundaries • Ability to reduce executive workload without blurring decision authority

First Phase Priorities and Deliverables

1. A consolidated tracker covering all live programs.
2. A functioning Executive Office documentation and filing system.
3. A clear workplan and follow-up structure for the two White Papers.
4. Coordinated operational support to the October 2026 Nairobi meeting.
5. Reliable reporting and evidence packs for CFI, Internews and FPU.
6. A measurable reduction in the Executive Manager's day-to-day implementation burden while decision authority remains clear.

Institutional Context

The position primarily supports Program Operations and Implementation while contributing, as directed, to Governance and Institutional Framework and to Visibility, Communication and Stakeholder Engagement.

Application

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