

## **JOB ADVERT**

91.7 Namayingo FM is a Community Radio based at Namayingo District Headquarters. We are recruiting staff in various positions and do invite qualified applicants for the positions listed below.

### **1. Station Manager**

The Station Manager shall be responsible for the overall health of the radio station. S/he shall help the team achieve the highest standards of content production through creative leadership. It's their responsibility to make sure the staff are focused on the Radio's goals and strategy with everything they do.

#### **Education, Skills, and Experience**

- Bachelor's Degree in Journalism and Mass Communication or Business Administration. At least five years' experience in media management including one year of managerial experience.
- Excellent editorial judgement and detailed knowledge of the Broadcasting Code, Editorial Guidelines, and Libel
- Excellent forward planning and organizing skills
- Good Knowledge of project management principles, practices, techniques, and tools.
- Knowledge of budgeting and fiscal management principles and procedures
- Good knowledge of community radio principles, procedures, operations, and standards.
- Experience operating radio equipment; leading and motivating staff; creating, composing, and editing written materials.
- Strong interpersonal and communication skills including the ability to develop and deliver presentations
- Ability to work effectively with a wide range of constituencies in a diverse community

#### **Key Responsibilities**

- Oversee and coordinate the continuous, multifaceted daily operations of the radio station; ensuring compliance with broadcast standards, and national and local government laws and regulations.
- Lead the establishment, organization, and implementation of short- and long-term goals, objectives, policies, and operating procedures; monitor and evaluate program effectiveness and effect changes required for improvement.
- Respond to commercial or partnership opportunities and coordinate their implementation.

- Generates ideas for on-air content to underline what we stand for as a community broadcast station.
- Maintain accurate schedules, records, discrepancy reports, and follow-through communications.

## **2. Radio Technician**

### **Education, Skills, and Experience**

- Diploma in telecommunications, electrical engineering, or computer science with knowledge of electronics theory, circuitry, and communication systems.
- Experience in radio installation, troubleshooting, maintenance, and repair of radio communication systems and equipment is crucial.
- Knowledge of electricity, electronics, and automotive electrical systems.
- Knowledge of mobile and fixed radio equipment; base station antenna, microwave antenna and radio spectrum, transmission lines, and associated equipment; antenna orientation and radiating patterns
- Ability to learn and adapt to new technologies through ongoing training.

### **Key Responsibilities**

- Responsible for the sound operation of the technical aspects of the Radio.
- Install and configure radio communication systems, including antennas and transmission lines, ensuring optimal performance and compliance with regulatory standards.
- Perform routine maintenance and inspections on radio equipment to prevent malfunctions and extend equipment lifespan.
- Diagnose and repair faults in radio communication systems, including hardware and software components, to minimize downtime.
- Test radio communication equipment and systems using various instruments and tools to ensure they meet specified technical standards.
- Provide technical support and training to users on the operation and maintenance of radio communication systems.

## **3. Programmes Director**

### **Education, Skills, and Experience**

- Degree in Mass Communications or equivalent.
- A minimum of 2 years of prior experience in radio broadcasting. During those years, should have worked as a host, reporter, or music director.

- Ease with a wide range of radio formats, including music, news, weather, and sports
- Familiarity with internet radio and music streaming
- Demonstrated expertise in Microsoft Office applications, including MS Word, Excel, PowerPoint, and SharePoint
- Ability to work independently with minimal supervision
- Commitment to continuous process improvement for overall team effectiveness

### **Responsibilities**

- Direct and coordinate activities of personnel engaged in the preparation of radio program schedules and programs, such as sports or news.
- Oversee the conception and selection of all the station's content, and in the process shape the station's demographic, identity, and core values.
- Lead all aspects of station on-air experience in a leadership and operations role, responsible for talent, content, programming, and online presence
- Review and determine all commercial and paid programming content; decide music playlists; schedule programming that conforms with UCC rules and regulations, company policy, and applicable laws to protect station license
- Plan and oversee tone, programming, production, sound and theme, website, online presence and social media
- Determine and maintain creative vision for the station to enhance its image and visibility within the community
- Schedule staff for on-air shifts and appearances

## **4. News Editor**

### **Education, Skills, and Experience**

- Bachelor's degree in Journalism, mass communications, or closely related field and two (2) years of radio broadcast and/or news reporting experience which has included experience in gathering, writing, editing, and producing news and feature reports.
- Experience with producing public affairs programs and performing related radio broadcast news editorial functions.
- Knowledge of at least two local languages in Namayingo i.e. Samia/Lusoga/Japahola/Ateso/Luganda/Swahili
- Operational knowledge of UCC broadcast rules and regulations

## Responsibilities

- Manage and produce news with accuracy, flow, and within the time frame.
- Manage and edit content to cater to listeners' requirements
- Design and implement coverage strategies to facilitate wide coverage of all sorts of issues and news in the community, and nationally, and internationally.
- Evaluate all news for authenticity and check with sources to ensure the correctness of news stories to avoid litigation and conflicts.
- Collaborate with reporters, and anchors to facilitate efficient news coverage to strengthen the station's position in the community media market.
- Design innovative and unique solutions to optimize routine news coverage.
- Monitor and use multimedia, nonlinear, and alternative storytelling strategies to widen the station's listenership base.
- Provide training to news reporters on how to select news for existing listenership and gain new readers.

## 5. Producer

### Education, Skills, and Experience

- Bachelor's degree in journalism, radio or media production, media studies, or IT with 1-year experience or a diploma with 3 years' experience in broadcast production.
- Operational knowledge of UCC broadcast rules and regulations
- Demonstrated ability to use tools to gather and analyze listening and/or usage data, and make business decisions based on analysis;
- Strong familiarity with radio programming with Audio (Music) Curation
- High degree of planning and organizing skills; can multi-task and meet specific deadlines
- Flexible, creative, and innovative in using technology to deepen listener relationships
- Superior oral and written communication skills; excellent grammar; can adjust communications style based on audience needs

### Responsibilities

- Develop radio program concepts.
- Create scripts, guidelines, and plans for programs.
- Contact and interview guests for radio shows.
- Develop program content that is interesting for audiences and furthers the vision of Namayingo FM.
- Direct artists, guests, and broadcasters during programming or taping.

- Supervise sound editing.
- Coordinate the production of programs from beginning to end, working with performers, guests, and sound staff.
- Develop and manage client-driven partnership
- Lead the ideation and building of a robust digital strategy

## 6. News Anchors (2)

### Education, Skills, and Experience

- A minimum of Uganda Advanced Certificate in Education (A-Level)
- Proven media personality, with the ability to remain comfortable and professional on the microphone
- Excellent verbal communication skills
- Broad understanding of the newscast process
- General knowledge of local, national, and international affairs
- Passion for breaking news and current events
- Active social media presence on Twitter, LinkedIn, Facebook, Instagram etc
- Ability to work under pressure with strict deadlines
- Fluency in Lusamia, Lusoga, Swahili, Luganda and English

### Responsibilities

- Deliver live, scripted, pre-recorded, and breaking news reports, whether in the studio or in the field
- Research news and current events on the community, regional, national, and international levels
- Interview guests and other members of the community involved in stories
- Introduce news correspondents and other journalists reporting live on the scene, and ask them relevant questions
- Write and revise scripts, engage in commentary, and ensure late-breaking news is added to broadcasts
- Comply with journalism ethics and standards, and ensure a professional appearance, manner, and use of language throughout broadcasts

## 7. Presenters

### Education, Skills, and Experience

- Minimum of a Uganda Certificate in Education (O' Level)
- Ability to hold and ***captivate*** audiences
- Have a ***great voice*** for radio, and the ability to communicate over the airwaves with warmth, humor, and personality.
- An understanding of how radio works and a ***natural flair*** for timing their own delivery.
- Possess a deep and ***detailed knowledge*** of their subject area – whether that's a specific music genre, culture section, geographic area, or particular area of current affairs.
- ***Creative*** and able to continuously source or generate ideas for their show.
- Ability to ***stay calm*** under pressure – particularly in a live broadcast environment when unexpected things can happen.
- Excellent ***time management*** skills
- ***Technically confident*** in a studio, and ready to learn about emerging technologies or new equipment.
- Fluency in Samia, Lusoga, Swahili, Luganda and English

### Responsibilities

- Constantly develop ideas for their show
- Research guests, music, or other content for their show
- Writing links or structuring their ideas
- Discussing features, guests, and other plans with the show team
- Keeping across the news and cultural agenda, reading newspapers and websites, staying on top of what's trending or zeitgeisty on social media.
- Listening to other shows on the station so they be part of the station's wider conversations.
- Driving their own desk in the studio if it's a self-op show.

## Sales Executive

### Education, Skills, and Experience

The radio sales account executive shall be the liaison between brand clients and the radio program producers and hosts. They help facilitate marketing synergy and develop publicity events and on-air promotions.

- At least a diploma in any business field

- 2-3 years of sales or customer service experience; or equivalent combination of education and training
- Proven selling skills specifically related to growing existing accounts and/or acquiring new business, with the ability to identify unique customer needs
- Experience using Client Relations Management systems
- Results-focused with demonstrated ability to meet and exceed goals

## Responsibilities

### ***Gain New Business***

- Build, maintain, and strengthen long-lasting customer relationships
- Generate new business with prospects by delivering strategic, effective sales presentations and consultations that lead to closed sales
- Utilizes Salesforce to build and manage pipelines and maximize productivity for scheduling and reporting

### ***Retain & Grow Existing Business***

- Rebook and retain business in assigned accounts by providing exceptional customer service through regularly scheduled site visits and calls
- Leverage existing relationships within current accounts to grow our business by upselling additional products and services into the account
- Maintain and update current product, service, and pricing knowledge.
- Acts as the point of contact and provides quality product, program, and service information to accounts

## Office Administrator/Receptionist

### Education, Skills, and Experience

- Diploma in Human Resource Management, Business Administration or related field
- Proven success in office administration
- Superb written and verbal communication skills
- Strong time-management and multitasking abilities
- Proficiency with office applications, and aptitude for learning new software and systems
- Ability to maintain confidentiality of company information
- Experience in developing internal processes and filing systems

## Responsibilities

- Greet office visitors, answer and direct phone calls, and field inquiries from sales representatives, and maintain office efficiency by arranging maintenance
- Perform a variety of administrative duties, such as generating and distributing memos, letters, and forms, and sorting and distributing incoming mail
- Prepare and send invoices, maintain client databases, track accounts, and assist with copying and distributing internal documents
- Schedule and track meetings and appointments, and handle field travel logistics
- Reviewing and compiling supply requisitions,
- Receive and direct visitors to the appropriate person and office
- Answer, screen, and forward incoming phone calls
- Ensure the office tidiness and availability of all necessary stationery and materials (e.g. pens, forms, and brochures)
- Provide basic and accurate information in person and via phone/email
- Receive, sort, and distribute daily mail/deliveries

The closing date for all adverts is Friday, March 8<sup>th</sup>, 2024 at 5:00 pm.

Applications should be addressed to:

**The Chairperson  
Human Resource Committee  
91.7 Namayingo FM**

[NamayingoFM91.7@gmail.com](mailto:NamayingoFM91.7@gmail.com)

Hand deliveries should be dropped at **the Radio Station Front Desk, at the District Headquarters. Ensure you register in the book after hand delivering your application.**