



Musina Community Radio
 Private Bag X 4007, Musina, 0900
 No 3 Ralph Small Street, Nancefield Location, Musina, 0900
 Enquiries: Mr. Jacob Matakanye: 083 531 0751
mataks@telkomsa.net

Registration: 030-486-NPO

POSITION: NEWS EDITOR (Ref. MCR/NE)

CLOSING DATE	REPORT TO	Qualifications
2012/11/09 @ 12H00	Station Manager	<ul style="list-style-type: none"> . Grade 12 . 2 – 3 Years Experience in media . Exposure on news and / or editing

Position Summary

To oversee and maintain editorial control over all news content at Musina Community Radio that news are broadcasted every hour and that the news Department is best equipped to produce a current affairs programmes, have firsthand knowledge of current news issues that are important to the local community to ensure consistency and adherence of all Musina FM Polices, Constitution & Regulations.

Required outputs: Responsible for

- Oversee and maintain editorial over all news content.
- Device a weekly and daily programme schedule
- Manage news reporters who work in the field and are on the beat, collecting stories
- Manage news readers who read each news bulletin live in the studio at specific times
- Keep the Station Manager up to date with the current events and happenings that are of concern or impact the station and community
- Provide news readers and news reporters with feedback regarding their performance.
- Compile and submit a monthly report to the Station Manager on news department

Skills and Competency	
. Fully computer literate	. Excellent communication and organizational skills
. Team player	. Excellent projects management skills
. High energy level	. Excellent presentation and facilitation skills
. Ability to influence subordinates	. Coaching and mentoring

Interested individuals should submit their application letter, quoting the relevant Ref number, certified copies of ID and qualifications and CV's to: Mr. Jacob Matakanye – Rollet Kwinda Street, Musina Nancefield Ext. 2: Musina Legal Advice Office (Monday to Friday during office hours 09H00 until 16H00) on or before 09 November 2012 at 12:00. Or email to: mataks@telkomsa.net

ISSUED ON BEHALF OF THE BOARD: ABRAM LURULI – CHAIRPERSON 2012/10/22



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POSITION: TECHNICAL MANAGER (Ref. MCR / TM)

CLOSING DATE	REPORT TO	Qualifications
2012/11/09 @ 12H00	Station Manager	. Grade 10 . 2 – 3 Years Experience in media . Exposure to basic Technical or Sound engineer

Position Summary

To ensure that all general office equipment and studios are in proper working conditions, that equipment is kept clean and serviced regularly, and that the studio remains on air.

Required outputs: Responsible for

- Dealing with the maintenance of equipment
- Planning and implementing station’s technical strategy
- Fix basic technical problems
- Be responsible for the maintenance of the studio, outside broadcast equipment and field recording equipment.
- Making recommendations for new equipment
- Take over all control of equipment used by the station personnel.
- Train presenters in the use of new production equipment, field recordings,
- Compile and submit a monthly report to station manager on technical matters

Skills and Competency	
. Computer literate	. Excellent communication and organizational skills
. Team player	.
. High energy level	. Excellent presentation and facilitation skills

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POSITION: PROGRAMMES MANAGER (Ref. MCR / PM)

CLOSING DATE	REPORT TO	Qualifications
2012/11/09 @ 12H00	Station Manager	. Grade 12 . 2 – 3 Years Experience in media . Exposure on managerial level

Position Summary

To manage and co-ordinate daily all the programming schedules, account on scripts to be broadcast, what time they will be aired and their duration to ensure consistency and adherence of all Musina FM Polices, Constitution & Regulations. Oversee the content format of individual programmes, assist presenters in coming up with new and fresh programmes ideas. Ensuring that programs content is ethically correct.

Required outputs: Responsible for

- Oversee the content, format and language of every programme on air.
- Device a weekly and daily programme schedule
- Schedule advertisement, live readers, sponsorship, and public services announcement in collaboration with the Sales Department
- Fill out a “log sheet” that lists the minutes-by minute’s content of the programming broadcast each week.
- To ensure that every single moment of broadcast is recorded each and every day, and kept safe, and that these recordings are available as requested.
- Keep the Station Manager up to date with the current events and happenings
- Provide presenters and producers with feedback regarding their programmes.
- Compile and submit a monthly report to the Station Manager on the department

Skills and Competency	
. Fully computer literate	. Excellent communication and organizational skills
. Team player	. Excellent projects management skills
. High energy level	. Excellent presentation and facilitation skills
. Ability to influence subordinates	. Coaching and mentoring

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POSITION: STATION MANAGER (Ref. MCR/SM)

CLOSING DATE	REPORT TO	Qualifications
2012/11/09 @ 12H00	Board of Directors	. Grade 12 . 2 – 3 Years Experience in media . Exposure on managerial level

Position Summary

To lead and manage Musina Community Radio, to ensure consistency and adherence of all Musina FM Policies, Constitution & Regulations through effective management of employees. Develop and implement long term strategy to position and grow the Station. Execute and implementation of all media activity, advertising and communication initiatives, as well as the relevant administration work and promotional plans.

Required outputs: Responsible for

- Take the lead and responsibility for all the key decisions in terms of the Station's day to day activities.
- Liaise with other departmental Managers within the Station, to ensure that deadlines are met.
- Manage the execution of the agreed scripts for all programmes going on air as per agreement and take the necessary actions to ensure that deviations from the scripts are minimized.
- Compile and submit a monthly report to the Board of Directors
- Ensure that all applicable legislation are adhered and complied to
- Liaise effectively with relevant stakeholders that operate in the space of community radio
- Be the Accounting Officer of the Station

Skills and Competency	
. Fully computer literate	. Excellent communication and organizational skills
. Team player	. Excellent projects management skills
. High energy level	. Excellent presentation and facilitation skills
. Ability to influence subordinates	. Coaching and mentoring

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POSITION: MUSIC LIBRARIAN (Ref. MCR /ML)

CLOSING DATE	REPORT TO	Qualifications
2012/11/09 @ 12H00	Station Manager	. Grade 10 . 2 Years Experience in media . Exposure on music compilation

Position Summary

Set up a schedule called music play lists for every programme that will be broadcasted and ensure that the station maintain control over the type of music being broadcasted. Do a research on what is it that the listeners want to hear, not only up to your personal taste, something with which the listeners will identify. Adherence to ICASA broadcasting legislation in terms of local & international, music % that must be played. Ensure that you return your music log sheets to SAMRO as per agreement. Adherence of all Musina FM Polices, Constitution & Regulations

Required outputs: Responsible for

- Have all presenters record information about the music they play on music log sheet.
- Work closely with the programmes department to decide on the most appropriate music to play after, before and between programmes.
- Make sure that you set up a data base of all the CDs the station owns and file them either on a computer or on hard copy.
- Make sure that you return your music log sheets to SAMRO and that the stations do pay the fees as required by the law.
- Compile and submit a monthly report to the Station Manager on your work

Skills and Competency	
. Computer literate	. Excellent communication and organizational skills
. Team player	.
. High energy level	. Excellent presentation and facilitation skills

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POSITION: SALES & MARKETING MANAGER (MCR / SMM)

CLOSING DATE	REPORT TO	Qualifications
2012/11/09 @ 12H00	STATION MANAGER	. Grade 10 . 2 – 3 Years Experience in media . Exposure on Sale & marketing

Position Summary

To promote the station and its image to the public, generate the station's corporate identity and arrange outside and field broadcasts and other promotional campaigns. Ensure a strong sales team that can maintain financial sustainability of the station. Generate money and income for the station by selling airtime, generate sponsorship and use on air promotions, competitions and trade exchange, etc, to ensure consistency and adherence of all Musina FM Policies, Constitution & Regulations through effective management of the team. Develop and implement long term strategy to position and grow the Station.

Required outputs: Responsible for

- To built the image of the station and how the station is seen in the eyes of the listeners.
- Develop all promotional material, such as flyers, sticker, T-shirts banners, business cards, websites, rates cards and others.
- Offer customers rates that are competitive and good value for their money.
- Invest in the station merchandise e.g. T-shirts, bags, books, mugs and stickers printed in the station's branding.
- Compile and submit a monthly report to the station manager on the department.

Skills and Competency	
. Fully computer literate	. Excellent communication and organizational skills
. Team player	. Excellent projects management skills
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POSITION: FINANCE & ADMIN MANAGER (Ref.MCR/FAM)

CLOSING DATE	REPORT TO	Qualifications
2012/11/09 @ 12H00	Station Manager	. Grade 12 . 1 Year Experience in media . Exposure in financial control & administration

Position Summary

To keep the station going by ensuring that day to day functions run smoothly, and provide backup service for other departments of the station. The receptionist, administrator, bookkeeper or accountant and human resources, all form part of the administration. Adherence to Musina FM financial policies, Regulations and Constitution that will guide the station on how to operate with money and adhere to Supply Chain Processes.

Required outputs: Responsible for

- Controls and safekeeping of all documents and payments of the station
- Filling of all invoices and receipts, contracts and letter.
- Payments of station accounts (rents, electricity, installments, telephones on time)
- Keeping track of all money coming into the station, via advertising, sponsorship, fundraising, membership fees or donations.
- Maintaining proper and accurate financial records
- Keeping a record of staff contract, leave forms, sick leave, and disciplinary actions.
- Ordering Office requirements such as stationary, and maintaining other Office essentials
- Compile and submit a monthly report to the station manager on the financial status.

Skills and Competency	
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