



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>TV Programmes Presenters</b>
<b>Reporting to:</b>	Manager - TV Productions

**Job Purpose**

To present local TV Programmes such as *Bonzour Sesel*, *Open Microphone*, *Lopinyon* and others

**Key Result Areas**

- Present assigned TV programme(s) live or recorded
- Conduct research and formulate pertinent questions for interviews
- Write or contribute to the presentation's scripts
- Proofread and correct all introductions before presentations.
- Conduct live interviews with experts or guests in studio or outdoors.

**Essential Qualifications/Experience/Skills**

- Excellent verbal communications skills
- Articulate and fluent
- Active listening skills.
- Conversant with SBC's Editorial Guidelines
- Thorough and pays attention to details
- Good general knowledge of a variety of subjects
- Good grooming and presentable
- Ability to accept criticisms and work well under pressure.
- Flexible and open to change.
- Ability to work with a degree of autonomy and to use one's initiative.
- IT Competent, particularly in use of Email, Microsoft Word

**Desirable Qualifications / Experience/Skills**

- Experience and background in presenting for TV
- Experience in Journalism or the media in general
- Video-editing experience

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A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance.  
It is not intended to be a complete, detailed account of all aspects of the duties involved.  
Nor does it supplant contractual obligations.

## Core Behavioural Competencies

<b>TEAMWORK</b>	<ul style="list-style-type: none"> <li>• Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support</li> <li>• Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others</li> <li>• Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds</li> <li>• Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position</li> <li>• Shares credit for team accomplishments and accepts joint responsibility for team shortcomings</li> </ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>• Takes ownership of tasks and functional responsibilities</li> <li>• Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties.</li> <li>• Justifies decisions taken, with confidence, openness and honesty.</li> <li>• Takes responsibility for seeing efforts through.</li> <li>• Makes sound and fair judgment.</li> <li>• Makes informed and accountable conclusions and decisions.</li> <li>• Is open to feedback and uses errors or oversights as learning points</li> </ul>
<b>ADAPTABILITY</b>	<ul style="list-style-type: none"> <li>• Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives.</li> <li>• Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent.</li> <li>• Thinks of ways to make changes work, rather than resisting them.</li> <li>• Makes suggestions for increasing the effectiveness of a changing environment.</li> <li>• Plans ahead and has an alternative option in case things go wrong or unexpected</li> <li>• Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change.</li> <li>• Able to prioritise effectively and plan flexibly to be able to deal with change.</li> </ul>
<b>RELIABILITY</b>	<ul style="list-style-type: none"> <li>• Is dependable and can be relied on in different circumstances.</li> <li>• Gets the job well-done every time and within deadlines.</li> <li>• Shows up to work on time.</li> <li>• Goes the extra mile to produce expected results even in tight deadlines.</li> <li>• Persists through difficult tasks and brings out credible results.</li> </ul>
<b>CONDUCT &amp; INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Behaves in a professional and appropriate way to set the right example in the workplace.</li> <li>• Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done.</li> <li>• Behaves in a manner that is accepting, respectful and inclusive of all people.</li> <li>• Puts continuous effort into building and maintaining relationships.</li> <li>• Accepts conflict as an opportunity to strengthen relationships.</li> <li>• Responds willingly to requests for help and information, where possible</li> <li>• Is honest and open-minded.</li> <li>• Has a 'can-do' and 'will-do' attitude</li> </ul>