



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Principal - Radyo Sesel
Reporting to:	Head of Radio Programmes
Salary Band:	Band 05 (SR19k-23k Basic) + Applicable Allowances

Job Purpose

Responsible for the day-to-day outputs of *Radyo Sesel* radio station.

Lead the Corporation's Radyo Sesel Radio team to deliver quality and impactful Radio programmes. by ensuring a high standard of radio programmes produced and broadcast

Key Result Areas

FUNCTIONAL

Ensure reliable and high standard outputs on Radyo Sesel

- Ensure that all transmitted radio programmes are of good quality and in line with SBC's policies and guidelines.
- Ensure adequate quantity and variety of radio content especially local content
- Ensure that all contents are produced to a high professional standard at all times.
- Ensure that all contents are vetted before broadcast and provide feedback to producers
- Ensure all producers prepare and submit their show preparations on time for review
- Ensure appropriate scheduling of all radio contents and manage the softwares that enables this such as Zetta and G Selector
- Update the music library with the latest local songs as approved by the Music Review Committee and latest international songs.
- Plan and coordinate special broadcasts including outdoor broadcasts, as and when required.
- Provide guidance, instructions and assistance to Producers and other members of the teams whenever necessary.
- Carry out the duties of a Producer/Presenter/Reporter, whenever necessary.
- Produce reports on all matters associated with area of functional responsibility, whenever required

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.

STAFFING

Manage and Lead personnel and teams under responsibility.

Specifically:

- Ensure professionalism and high standards in Functional and Behavioural performance.
- Provide coaching and leadership to develop the team(s).
- Monitor performance and ensure efficient utilisation of staff effort
- Review staff performance and provide feedback both as a regular function and as part of the Appraisal process.
- Ensure staff have appropriate training and development plans.
- Ensure staff are trained and equipped to carry out their duties in an efficient, cost effective and safe manner.
- Ensure that under-performance (whether Functional or Behavioural) is addressed in a timely and effective manner, and according to established policies and procedures
- Take ownership of Succession Planning for the team(s) under responsibility

FINANCIAL

Ensure cost-effective utilisation of Resources.

Specifically:

- Eliminate or Reduce Wastage, where identified
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs
- Ensure equipment & assets are used and maintained properly
- Contribute in Budgeting and Cost-control, where required/requested
- Identify and pursue revenue-generating opportunities

EXECUTIVE & STRATEGIC

As part of the Leadership cadre:

- Advise and Assist the Senior Executives in all matters related to the management of SBC whenever required, commensurate with knowledge, experience and abilities
 - Participate and contribute in the relevant Meetings and other in-house committees
 - Work collaboratively with the Executive Team members and other stakeholders to ensure corporate goals are achieved
 - Represent the SBC on external committees, when mandated to do so.
 - Carry out relevant duties which may be assigned by the Deputy and Chief Executive Officer, that are commensurate with knowledge, experience and abilities
 - Assist in Staff Training and Development.
 - Contribute to enhancing staff morale and a one-SBC team cohesion

- **Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**
 - Promote Safe & Healthy conduct at work
 - Set a personal example in Health & Safety compliance through:
 - Observing safe working practices as advised and instructed
 - Considering Safety & Health of self and others who may be affected by work activities
 - Be an advocate of greener environmental practices, notably in Energy saving and cutting down on waste

- Ensure that Safety & Health precautions are implemented, and safe-working practices are correctly carried out by all staff under post-holder's control.
- Report Incidents or Hazards which have led or may lead to injury
- Build and enhance an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

Essential Qualifications/Experience/Skills

- Suitable Qualification (E.g., Diploma or Degree) in Journalism, Mass Media, or related field
- Proven and extensive experience as a Radio Producer/Presenter or similar role in the media
- Supervisory & Leadership experience
- Strong ethical standards and ability to exercise fair judgment, notably in administering the Corporation's Editorial Guidelines in our Radio outputs
- Excellent communications and interpersonal skills:
 - Ability to communicate very well, verbally and in writing, with both internal and external stakeholders.
 - Good relationship building skills; able to build rapport at all levels
- Very good organisational, planning and time management skills
- Strong self-motivation and ability to work effectively under pressure
- Ability to work with a degree of autonomy and to use one's own initiative
- Good analytical and problem-solving skills
- Creative thinking skills
- IT Proficient, particularly in the use of Microsoft 365 Applications (Email, Word, Excel, Teams, etc...) at Intermediate Level

Desirable Qualifications/Experience/Skills

- Diploma or Degree in Journalism/ Media, or related field
- Consistent & Developed Practical Experience of a Radio Station's Systems and Operations
- Experience in a leadership/management position.
- Budgeting and accounts (preparation and control of)
- Full Driving Licence

Core Behavioural Competencies

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