

**JOB SPECIFICATION**

|  |  |
| --- | --- |
| **JOB INFORMATION**  **Job Title**: Broadcasting Coordinator 1  **Job Code:** P-BC 01  **Department**: Projects  **Normal Hours of work:** Normal hours of work unless there are urgent matters to be attended to  **Normal place of work**: Parktown, Johannesburg | **Job Classification:** Technical  **Reporting to**: Broadcasting Manager  **Job Grade:**  **Last Review:** |
| **PRIMARY OBJECTIVE(S) OF THE JOB**  This is a technical position receives and access broadcasting proposals from clients. The incumbent in this job is expected to assist MDDA achieve its vision and mission. | |
| **POSITION VALUES**  This position requires a highly dynamic objective incumbent that will ensure ownership, support for community and support of small independent media. Maintain positive contact between MDDA and program partners, funders and other stakeholders | |
| **KEY DUTIES AND RESPONSIBILITIES**   1. Receive broadcasting proposals 2. Evaluate grant proposals 3. Recommend proposals to be funded to management and reasons thereof 4. Assist with securing external commitments 5. Review grant proposal packet for institutional and funding agency requirements and compliance 6. Collect demographic data and information 7. Write and/or proofread grant proposal 8. Obtain institutional approval 9. Upload and submit proposals electronically to MDDA 10. Prepare award account setup 11. Review funding announcement for accuracy 12. Coordinate training on grants/contracts processes and responsibilities 13. Liaise with broadcasting creatives, researchers, online teams and communities 14. Ensure that projects are in line with MDDA funding parameters | |
| **PLANNING AND DEVELOPMENT**  Roadshows | |
| **HUMAN RELATIONS**  Team-player– colleague interrelations | |
| **CUSTOMER RELATIONS**  **Internal** – All staff  Management | **External** – Government Officials, external stakeholders, and partners |
| **CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE** | |
| **QUALIFICATIONS AND EXPERIENCE**  Three year Media Developmental tertiary degree, or related field from a reputable university  Minimum of two (2) relevant experience | |
| **SKILLS AND COMPETENCIES**   * Business acumen * Customer Care and Customer relations * Coaching and Mentoring * Proficiency in English, written communication and presentation skills. | |
| **SPECIAL REQUIREMENTS** | |
|  | |

|  |  |  |
| --- | --- | --- |
| **Reviewed By:** |  | **Date:** |
| **Approved By:** |  | **Date:** |
| **Last Updated By:** |  | **Date:** |