



JOB SPECIFICATION

<p>JOB INFORMATION</p> <p>Job Title: Broadcasting Coordinator 1</p> <p>Department: Projects</p> <p>Normal Hours of work: Normal hours of work unless there are urgent matters to be attended to</p> <p>Normal place of work: Parktown, Johannesburg</p>	<p>Job Classification: Technical</p> <p>Reporting to: Broadcasting Manager</p> <p>Job Grade:</p> <p>Last Review: April 2019</p>
<p>PRIMARY OBJECTIVE(S) OF THE JOB Responsible for 1st review of applications ensuring compliance to funding mandate and criteria and to make initial appraisal and recommendations for assessment to assist MDDA achieve its vision and mission.</p>	
<p>MMDA VALUES Integrity: We are honest, transparent, reliable, fair, accountable and responsible for our actions Ubuntu: We are empathetic, courteous and respectful to our staff and clients alike Professionalism: We are efficient, effective, service delivery orientated, punctual, performance driven and work collectively Commitment: We are passionate, go the extra mile, responsive, have a strong work ethic, are consistent and accessible Developmental: We are inclusive, open and participatory</p>	
<p>KEY DUTIES AND RESPONSIBILITIES</p> <p>Receive and Review Proposals</p> <ul style="list-style-type: none"> ○ Receive Broadcasting media proposals. ○ Conduct 1st level appraisal for the grant proposals in terms of compliance criteria and mandate. ○ Make recommendations for assessment to the internal Pre-Mock and Mock Board Sessions. <p>Project Implementation</p> <ul style="list-style-type: none"> ○ Facilitate contracting of the approved project with Legal and Contracts. ○ Conduct contracting of approved projects ○ Prepare project payments for approval be the Projects Manager ○ Provide support to projects through site visits. ○ Review project reports for compliance in terms of the grant funding agreement ○ Provide support and information to the Training Unit towards project capacity building programmes <p>Record Keeping</p> <ul style="list-style-type: none"> ○ Custodians of project information and recoding keeping ensuring compliance to audit standards ○ Upload proposals electronically to MDDA Project Tracking System. ○ Collect required demographic data and information. 	
<p>PLANNING AND DEVELOPMENT Roadshows</p>	

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 Media / Community Developmental/Project Management Tertiary Diploma/Degree, or related field Minimum Two (2) relevant experience in administration with Media and Community Development or related field or advantage	
Leadership Competencies Behavioral Competencies Relationship Building; Achievement Orientation; Client Focus; Attention to Detail; Partnering; Problem Solving; Teamwork; Writing Skills Technical Competencies Enforcement; Project Management; Information Gathering and Processing; Records and Information Management	
SPECIAL REQUIREMENTS	

Reviewed By:		Date:
Approved By:		Date:
Last Updated By:		Date: