

**JOB SPECIFICATION**

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| **JOB INFORMATION**  **Job Title**: Projects Manager, Broadcasting  **Post Code**: P-  **Department**: Projects  **Normal Hours of work:** As business dictates  **Normal place of work**: Parktown, Johannesburg | **Job Classification:** Projects  **Reporting to**: Projects Director |
| **PRIMARY OBJECTIVE(S) OF THE JOB**  The job manages grant funding cycle and all related issues that including screening, media assess for broadcasting projects | |
| **POSITION VALUES**  This is an important position which requires an incumbent to apply fair, equitable and developmental approach when executing duties and responsibilities | |
| **Project Cycle Management**   1. Manage all broadcasting funding projects 2. Evaluate and screen the effectiveness of all broadcasting projects 3. Submit evaluated projects to Projects Director 4. Assess the viability of broadcasting projects 5. Coordinate project applications   **People Management**   1. Lead and manage the Broadcasting team   **Stakeholder Management**   1. Liaise with stakeholders 2. Attend to stakeholder complaints 3. Provide leadership and advise to stakeholders   **Reporting**   1. Report on project application including recommended and declined projects to Project Director | |
| **PLANNING AND DEVELOPMENT**  Work plan, Project cycle | |
| **HUMAN RELATIONS**  Team-player  Motivator- relationship with colleagues, works well with other employers and can achieve results | |
| **CUSTOMER RELATIONS**  **Internal** –Projects Manager, CFO, Risk and Specialist. | **External** – External Clients |
| **CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE**  Project Management | |
| **QUALIFICATIONS AND EXPERIENCE**  Community or Developmental tertiary qualification  Project Management Experience  Experience in a development environment  Community Media experience  Understanding small commercial sector  Computer experience | |
| **SKILLS AND COMPETENCIES**  Strong report writing skills  Project Management  Coordination skills  Stakeholder relations  Customer relations  Change Management  Presentation and Facilitation skills  Basic financial skills  Project Evaluation skills | |
| **SPECIAL REQUIREMENTS** | |

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