

**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
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| **PLANNING AND DEVELOPMENT**Work plan, Project cycle  |
| **HUMAN RELATIONS**Team-playerMotivator- 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 qualificationProject Management ExperienceExperience in a development environmentCommunity Media experienceUnderstanding small commercial sectorComputer experience |
| **SKILLS AND COMPETENCIES**Strong report writing skillsProject ManagementCoordination skillsStakeholder relationsCustomer relationsChange ManagementPresentation and Facilitation skillsBasic financial skillsProject Evaluation skills |
| **SPECIAL REQUIREMENTS** |

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