

Job Description

Position Title: Announcer – Radio & TV

Division/Section: Radio 2AP

Salary Grade: A8 - \$21,086.00

Location: 2AP Building, Mulinu

Overview of Ministry

More information can be found on our website at www.mcit.gov.ws

Purpose of Position

To ensure the successful delivery of an entertaining, educational and informative on-air radio & television services

Key Relationships

Responsible to: Senior Programmer/Producer

Responsible for: N/A

Functional relationships:

Internal: News team, Radio Team, Reporters, Radio Technicians, Announcers, Producers, Programmers

External: Business Customers, Organisations (Government and Non-Government/Profit and Non-Profit) Public, Media Industry,

Key Responsibilities

Key Responsibility 1: On –air Presentation

- Provide On-Air Presentation for both Radio and TV audiences and listeners (bilingual)
- Verifies information with sources and ensures the accuracy of the news report.
- Assists in developing program outline by coordinating with fellow reporters and producers.
- Conduct live interviews with guests whether face-to-face or over the telephone for both the radio and television programs.
- Queue up appropriate track choices from time to time
- Present traffic, weather and/or news summaries and bulletins
- Giving reviews of newly released books, films, music etc
- Set up and queue in program links
- Master the radio desk and all technical equipment for broadcasting
- Properly coordinate and moderates Radio panel Talk-back, Outside Broadcasts of National Events/Government functions, and as Sports Commentator

Key Responsibility 2: Broadcasting Programming

- Research current affairs, in relation to cultural, political, economical and social issues, and use knowledge in on-air discussions with listeners and viewers on matters of public interest.
- Research history of ancient Samoa, Samoa in the colonial era and in post-independence period, and use knowledge in on-air discussions with listeners on matters of public interest.
- Familiarize with government roles and functions, and be resourceful in times of radio talk-back programs of Government Ministries
- Familiarize and acquire knowledge in history of music, lyrics, composers, artists and use same knowledge during on-air presentation.
- Produce and coordinate programs accordingly to researched topics, Government and current affairs.
- Record programs, scripting and voicing of Promos /public spots/ Ads
- Moderate for radio panel talk-back, Outside broadcast of national Events/Government functions and as Sports Commentator

Key Responsibility 3: Production and operation

- Assist with the monitoring of local, national, and international news sources three times daily.
- Assist with the production and preparation of all materials required for each programs
- Record audio transfer from reels to audio storage in computer for broadcasts
- Ensure scheduled programs and advertisements are queued and broadcasted on time and as per schedule.

Core Competencies/Selection Criteria

Skills & Abilities	<p>Broadcasting skills</p> <ul style="list-style-type: none"> • Ability in operating electronic broadcasting control panel and production system. • Knowledge of Musical history, composition and composers.
	<p>Achieves and Delivers Results</p> <ul style="list-style-type: none"> • Understands the organisation’s direction, through the implementation of set work tasks towards the achievement of divisional objectives • Shows willingness to perform given tasks and to motivate others in the timely delivery of work results
	<p>Communication and Presentation skills</p> <ul style="list-style-type: none"> • Communicates clearly in written and verbal • Knowledge of Samoan Customs, and in addressing people with accurate pronouncing of titles and names. Fluent in Samoan and English.

Personal Attributes	<ul style="list-style-type: none"> • Excellent Public Relations and good communications skills.
	<p><i>Integrity</i></p> <ul style="list-style-type: none"> • Acts with integrity at all times • Demonstrates transparency in work operations and being able to explain own actions • Role models professionalism, and objectivity in approach to sensitive matters • Presents and discloses authorised information where needed <p><i>SPS Values</i></p> <ul style="list-style-type: none"> • Familiar with the Code of Conduct • Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.

Experience and Past Work Experience (Knowledge)

- Minimum of 3 years of work experience as a Radio announcer
- At least 3 years experience in the below areas:
 - Radio announcer in a recognized local or international radio station
 - Radio program creator
 - sports and news reporting
 - social media/TV presentation
 - media (radio, TV, and so forth)

Qualifications (Academic/Training)

- Certificate in Journalism AND/OR combination of related professional training