



## SEYCHELLES BROADCASTING CORPORATION

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Project Manager – IPTV/OTT</b>
<b>Reporting to:</b>	Head of Engineering & Technology
<b>Salary:</b>	Negotiable-Commensurate with Experience/Calibre of the candidate

#### Job Purpose

To project-manage the procurement and deployment of the SBC's IPTV and OTT systems and services.

*[This Project has received funding from the Government of Seychelles and will need to be completed by the end of 2022].*

#### Key Result Areas

#### FUNCTIONAL:

Manage the specification, procurement and deployment of the SBC's IPTV & OTT Service from a technical standpoint.

- Input and advise on the scope and requirements of the project, and the tender documentations.
- Act as the SBC's first point of contact for all project-related delivery aspects.
- Be the key point of contact for technical support for the project.
- Compile dependencies, commitments and development milestones into a project plan. Track and update the plan on a regular basis.
- Manage the project's risks, changes and documentation
- Oversee and report on the project's deployment, commissioning and operations
  - Communicate project status internally and with external stakeholders, ensuring that any issues that may impact objectives are brought forward and addressed.
  - Have regular meetings with the deployment teams plus management and provide regular updates on migration status as well as direction for an efficient migration process whilst minimising impact on the corporation's delivery to the public.
- Assist colleagues, notably the IPTV Content Management team, in the execution of project plans and ensure that all team members understand their assigned responsibilities.
- Produce reports on all matters associated with area of functional responsibility, whenever required

A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

## **LEADERSHIP & MANAGEMENT:**

### **Staffing**

**Manage and lead personnel and team(s) under responsibility.**

Specifically:

- Ensure professionalism and high standards in Functional and Behavioural performance.
- Promote and ensure a high level of teamwork, advocating a positive mindset and can-do attitude whilst motivating team(s) under responsibility.

### **Financial**

**Ensure cost-effective utilisation of Resources.**

*Specifically:*

- Eliminate or Reduce Wastage, where identified
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs
- Ensure equipment & assets are used and maintained properly
- Contribute to Budgeting and Cost-control, where required/requested

### **Executive & Strategic**

*Specifically:*

- Advise and assist Senior Management in specific and relevant matters, commensurate with knowledge, experience and abilities.
- Participate and contribute in relevant meetings as and when required.
- Work collaboratively with the Executive Team members and other stakeholders to ensure corporate and strategic goals are achieved.

### **Health & Safety**

**Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**

Set a personal example in Health & Safety compliance by:

- Observing safe working practices as advised and instructed
- Considering Safety & Health of self and others who may be affected by work activities
- Being an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Reporting incidents or hazards which have led or may lead to injury
- Building and enhancing an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

### **Essential Qualifications/Experience/Skills**

- Proven experience and track record in implementing and managing IPTV/OTT/VoD services
- Engineering experience and track record in the IT, Electronics, Telecommunications and/or Broadcast Industry
- Suitable qualification (E.g., OND, HND or Degree) in a related Engineering & Technology field
- Have a very good understanding and knowledge of IPTV middleware
- Proven project management experience
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Good organisational and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.
- IT proficient, particularly in use of *Microsoft Office* suite of programmes

### **Desirable Qualifications / Experience/Skills**

- IP & analogue video and radio broadcast experience
- Budgeting and accounts (preparation and control of)
- People Management Experience
- Full Driving Licence

## Core Behavioural Competencies

<b>COMMITMENT</b>	<ul style="list-style-type: none"> <li>• Demonstrates consistent application of focused energy to fulfil obligation and objectives.</li> <li>• Capable of dealing effectively with significant pressure.</li> <li>• Demonstrates a strong results orientation.</li> <li>• Willing and able to put the needs of the organisation before individual or departmental needs.</li> </ul>
<b>JUDGEMENT</b>	<ul style="list-style-type: none"> <li>• Able to reach sound productive decisions and conclusions through a process which includes actively gathering information from a range of sources and perspectives, and honestly assessing the decision-making environment, including the risks and benefits.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Able to communicate with clarity using a range of methods and styles suited to the purpose and audience.</li> <li>• Effectively communicates ideas and is able to get their point across with colleagues and external stakeholders alike.</li> <li>• Able to listen to others.</li> </ul>
<b>TEAMWORK &amp; INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Demonstrates a clear capability to actively contribute as part of a team.</li> <li>• Proactively shares information with others and encourages mutual support.</li> <li>• Able to develop and maintain sound interpersonal relationships with others.</li> <li>• Behaves in a manner that is accepting and inclusive of all people, adapting style, approach and communication accordingly.</li> <li>• Is non-discriminatory and open to changing beliefs and perceptions.</li> <li>• Behaves in a professional and appropriate way to set the right example in the workplace.</li> </ul>
<b>CHANGE CAPABILITY</b>	<ul style="list-style-type: none"> <li>• Demonstrates enthusiasm for change and capability to adapt to changing circumstances.</li> <li>• Contributes new ideas and willing to challenge the status quo.</li> <li>• Has the ability to push the boundaries to seek continuous improvement.</li> <li>• Constantly looks to improve ways of working and shares constructive ideas and suggestions to do this.</li> </ul>
<b>BUILDING RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Puts continuous effort into building and maintaining relationships.</li> <li>• Accepts conflict as an opportunity to strengthen the relationship.</li> <li>• Responds willingly to requests for help and information, where possible.</li> <li>• Is honest and open.</li> <li>• Works collaboratively with others.</li> <li>• Keeps stakeholders up to date with activities and progress to maximise trust.</li> </ul>
<b>ACHIEVEMENT DRIVE</b>	<ul style="list-style-type: none"> <li>• Performs tasks to a high standard.</li> <li>• Has a 'can-do' co-operative style, works hard, and likes to get things done.</li> <li>• Is motivated by success and finishing what have started.</li> <li>• Plans and prioritises workload in order of urgency and importance. Able to prioritise effectively and plan flexibly to be able to deal with change.</li> <li>• Capability to structure workload in a realistic way.</li> <li>• Able to take responsibility for ensuring work is completed to a standard which meets expectations</li> <li>• Strives to get things right first-time</li> <li>• Willing and able to use initiative.</li> </ul>