



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Journalist – News
Reporting to:	Principal Editor- News
Salary Band:	Band 04-05 (+ Applicable Allowances)

Job Purpose

To produce high quality news reports and current affairs programmes with accuracy, balance and objectivity.

Key Result Areas:

FUNCTIONAL

Produce and present quality news reports and programmes, ensuring high editorial and quality standards

- Source, research and produce a variety of news items and current affairs features and programmes under the supervision of the Principal Editor and/or Chief Editor.
- Select appropriate locations, pictures and sound and exercise editorial judgement on the best angle to approach a story.
- Coordinate and direct television or radio crews.
- Identify potential interviewees for news stories
- Prepare interview questions and conduct both live and recorded interviews in Creole, English and French.
- Write materials for news scripts, bulletins and links with strict adherence to SBC's organizational policies and Editorial guidelines.
- Edit electronic text documents, video and audio into news stories.
- Review completed reports with respect to quality control and editorial standards before submission to line managers
- Prepare and present piece to camera for both pre-recorded and live pieces.
- Prepare and present news summaries and bulletins on radio and television.
- Develop and maintain a list of local contacts.
- Give necessary assistance to senior members of the news team when required.
- Produce reports on all matters associated with area of functional responsibility, whenever required.

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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.

ORGANISATIONAL

Ensure cost-effective utilisation of Resources.

Specifically:

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

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

Set a personal example in Health & Safety compliance through:

- 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

- A Levels or qualifications in Journalism or related field
- Experience as a journalist, producer or similar role in media
- Excellent verbal and written communications
- Attention to details with ability to fact-check
- Ability to communicate well, verbally and in writing with both internal and external stakeholders.
- 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 Competent, particularly in use of Microsoft Word and Email

Desirable Qualifications / Experience

- Video and Audio Editing competency
- Full Driving Licence

Core Behavioural Competencies

TEAMWORK	<ul style="list-style-type: none"> • Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others • Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds • Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
ACCOUNTABILITY	<ul style="list-style-type: none"> • Takes ownership of tasks and functional responsibilities • Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties • Justifies decisions taken, with confidence, openness and honesty • Takes responsibility for seeing efforts through • Makes sound and fair judgment • Makes informed and accountable conclusions and decisions • Is open to feedbacks and uses errors or oversights as learning points
ADAPTABILITY	<ul style="list-style-type: none"> • Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives • Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent • Thinks of ways to make changes work, rather than resisting them • Makes suggestions for increasing the effectiveness of a changing environment • Plans ahead and has an alternative option in case things go wrong or unexpected • Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change • Able to prioritise effectively and plan flexibly to be able to deal with change.
RELIABILITY	<ul style="list-style-type: none"> • Is dependable and can be relied on in different circumstances • Gets the job well-done every time and within deadlines • Shows up to work on time • Goes the extra mile to produce expected results even in tight deadlines • Persists through difficult tasks and brings out credible results
CONDUCT & INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Behaves in a professional and appropriate way to set the right example in the workplace • Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done • Behaves in a manner that is accepting, respectful and inclusive of all people • Puts continuous effort into building and maintaining relationships • Accepts conflict as an opportunity to strengthen relationships • Responds willingly to requests for help and information, where possible • Is honest and open-minded • Has a 'can-do' and 'will-do' attitude