



# **SEYCHELLES BROADCASTING CORPORATION**

## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>RF Engineer</b>
<b>Reporting to:</b>	Principal Engineer RF
<b>Salary Band:</b>	Band 06-07 (SR11k-12k Basic) + Applicable Allowances

### **Job Purpose**

Performs and oversees duties required in operating, repairing, maintaining radio and television broadcasting and transmitting equipment of the Corporation.

### **Key Result Areas**

### **FUNCTIONAL**

**To maintain the Corporation's broadcasting and transmitting equipment to the highest standard.**

- Installing, maintaining and repairing of Radio and TV broadcast equipments.
- Setting up and operating equipment and transmission links during outside broadcasts and commissioning of new sites.
- Install, maintain and set-up satellite receiving and transmitting installations.
- Proficient in using the different tests equipments to diagnose and troubleshoot RF systems and installations.
- Update records and collect engineering data to analyse trends and propose solutions for improvements.
- On-call in case of any related broadcast equipment failure.
- Attend to public complaints of TV and radio broadcasting.
- Promote preventive maintenance as a strategy in maintaining the Radio and TV stations' equipment by keeping accurate records on equipment indicating required and performed maintenance, performing periodic cleaning and servicing of equipment, and scheduling major repairs and servicing as appropriate.
- Ensure quality and continuity of broadcast service by gaining and maintaining a high level of familiarity with the broadcast system and engaging in process improvement to facilitate a more effective use of Radio and TV station resources.
- Produce reports on all matters associated with area of functional responsibility, whenever required.

### **STAFFING**

**Manage and Lead personnel and teams under responsibility.**

- Ensure professionalism and high standards in Functional and Behavioural performance.
- Provide coaching and leadership to develop the team(s).
- Monitor performance and ensure efficient utilisation of staff effort
- Review staff performance and provide feedback both as a regular function and as part of the Appraisal process.
- Ensure staff have appropriate training and development plans.
- Ensure staff are trained and equipped to carry out their duties in an efficient, cost effective and safe manner.
- Ensure that under-performance (whether Functional or Behavioural) is addressed in a timely and effective manner, and according to established policies and procedures

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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.

- Take ownership of Succession Planning for the 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
  - Identify and pursue revenue-generating opportunities
- **Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**
    - Promote Safe & Healthy conduct at work
    - 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
      - Be an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
    - Ensure that Safety & Health precautions are implemented, and safe-working practices are correctly carried out by all staff under post-holder's control.
    - Report Incidents or Hazards which have led or may lead to injury
    - Build and enhance 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 a related Engineering field
- Suitable qualification (E.g.: OND, HND, Degree) in a related Engineering field
- Supervisory & Leadership experience
- Proficient in fault-finding and resolution of technical issues
- Ability to communicate very well, verbally and in writing with both internal and external customers.
- Good organisational, planning 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 Email, Microsoft Word and Excel at Intermediate Level.

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

- OND, HND or Degree in Telecommunications, Electronics or a related Engineering field
- Experience in Radio Frequency & Transmitter Engineering
- People Management Experience
- IP & Analogue Video broadcast systems experience
- Radio broadcast systems experience
- Full Driving Licence

## Core Behavioural Competencies

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