



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Broadcast & Enterprise Technology Officer
Reporting to:	Senior Broadcast & Enterprise Technology Officer
Salary Band:	Band 03 (11k-14k) + Applicable Allowances

Job Purpose

Technical and operational support for all equipment and services under the responsibility of the Technology unit of the Corporation.

Key Result Areas

FUNCTIONAL

Efficient and effective installation operation and maintenance of a wide variety of computer and electronic systems used by the Corporation.

- Support SBC programmes productions from a Technology standpoint, notably outside broadcasts and live transmissions
- Build/assemble, configure, test and install computers, printers, network and associated hardware
- Carry out authorised software installations on workstations and servers, keep them in good working order and provide basic training to end-users
- Troubleshoot, repair or escalate computers/software, printer, peripherals problems and document solutions, including internet research
- Carry out basic electronic repairs and troubleshooting
- Carry out regular computer, printers, UPS and peripherals servicing/maintenance duties.
- Make recommendations for equipment replacement if necessary
- Provide user systems support by phone, remote access and on site, including remote offices
- Maintain computer and network security at all times in strict accordance to the SBC IT Policy
- Install network cabling, ducting and computer networking devices.
- Source for quotations and carry out purchasing duties
- Work on assigned projects, solo or as part of a team
- Submit daily electronic work reports, fault reports and other required reports
- Be on-call to attend to faults outside normal working hours
- 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.

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 in Budgeting and Cost-control, where required/requested

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

- Proven experience and track record in Information Technology or a related field
- Suitable qualification (E.g.: Diploma) in Information Technology, Broadcast Technology-related or in an IT, Broadcast or Telecommunications field
- IT Proficient, particularly in Microsoft Windows and Office applications
- Good fault-finding skills
- Able 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.

Desirable Qualifications / Experience/Skills

- Conversant in Internet Protocol, Networks and associated Security
- Experience of Video and Audio Broadcast technology
- Experience as a Windows Server Administrator and Microsoft 365 Tenant Administrator
- 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