



JOB DESCRIPTION

NEWS REPORTER / ANCHOR

1. **JOB TITLE :** News reporter /Anchor

2. **REPORTS TO :** News Editor

3. **JOB DESCRIPTION:**

Gather, write and inform the public about news and events happening internationally, national and locally.

4. **KEY RESPONSIBILITIES AND EXPECTED RESULTS**

No	Main Tasks	Expected Outputs	Frequency
a.	Research topics and stories that have been assigned by the editor and follow up on updates; have them written and/or recorded according to the required house style.	Fair, balanced stories and sound bites Come up with a weekly plan for all the activities to be undertaken within the news room	Daily
b.	To find and tell the stories that make up the news or current affairs output for the station, following always the guidelines, style and core values set by the station.	The weekly work stories plan News stories written, edited and aired	Daily
c.	Review articles for accuracy and proper style and grammar	Number of reviewed stories used in the station	Daily
d.	Write and translate scripts both in Luo and English	Translated and edited scripts	Daily
e.	Identify and develop relationship with experts and contacts who provide tips and leads on stories	Report on new ideas and issues from experts Updated news contacts list	Daily Weekly
f.	Conduct interviews and prepare news sound bites	Recorded, edited and ready sound bites or interviews	Daily
g.	Prepare Weekly reportage or read news bulletin	Number of reportage done Number of new bulletins read	According to agreed schedule Daily
f.	Weekly Production of Radio features	Number of news features produced and aired	Weekly
g.	On standby to present programs and to read the announcement, whenever necessary	Aired program Number of announcements read	As allocated on the agreed schedule
h.	Prepare and present the weekly news review program	Number of weekly review programs done	Weekly

5. **KEY QUALIFICATION**

Degree/ Diploma/ certificate in communication/Media studies, Mass communication, Journalism, broadcast journalism and Arts.

Experience

At least six months in news reporting.

JOB DESCRIPTION

- 1. JOB TITLE** Marketing/ Sales Officer
2. REPORTS TO Director
3. COORDINATES: Sales persons/agents

4. JOB PURPOSE

To market the services and products of radio Wa to existing and potential listeners and clients, increase brand awareness and loyalty, grow the audience and attract advertisers.

5. KEY RESPONSIBILITIES

#	Main tasks	Expected output	Frequen cy
A	Create and maintain contact databases.	<ul style="list-style-type: none"> Updated contacts/Address book Detailed sales/ oriented database 	Daily, Monthly
B	Design and implement promotional campaigns and events that engage audiences and meet client needs.	<ol style="list-style-type: none"> Sales plans Daily work plans for the main office Reports for scheduled visits and meetings for clients and the new businesses Report on the number of successful radio events or campaigns 	Monthly Daily
c	Maintain consistent communication in all marketing activities.	<ul style="list-style-type: none"> Activity reports Use of online market through social media e.g twitter, Facebook and website weekly updates on sales and marketing 	Daily
d	Work closely with colleagues in programs, news, production through offering insight about audiences and commercial partners.	<ul style="list-style-type: none"> Strategies for product improvement Review of the state of the market reports 	Monthly
e	Participate in One-on-one and General staff weekly meetings	<ol style="list-style-type: none"> Reports/minutes of meeting attended Number of meetings held 	Weekly
F	Compile the daily logs for the respective clients	<ol style="list-style-type: none"> No of Reports compiled and sent to client s 	Daily

6. KEY QUALIFICATIONS

Education and training

A degree/diploma in marketing or communications or business management

Experience

Must have at least, one year working in radio marketing



JOB DESCRIPTION

SECURITY GUARDS

1. **JOB TITLE :** Day & Night Security Guard
2. **REPORTS TO :** Technicians
3. **JOB DESCRIPTION:**

To ensure the protection and safety and the security of the generator, the transmitter and the radio equipment and other property in Ngetta

4. Key Results Areas, Frequency and Outputs

No	Main duty	Freq	Key output
1	Keep the transmission equipment in Ngetta safe	Daily	Items are safe
2	Report any anomalies as far as Ngetta station is concerned e.g keep records of transmitter site on issues related to lack of Umem,report whether and when the generator when it is working or not, when the Solar batteries not charging and the transmitter is being off; report on the AC at the transmission site	Daily	Reports written in the counter book on all the mentioned items
3	Keep the generator room, the equipment and the transmitter and its surrounding rooms clean	Daily	Environment is clean
4	Attend to the staff weekly meetings and the one on one meetings	Weekly	-No of departmental meeting attended -No of one on one meeting attended
5	Meeting with the technicians on the updates about the Ngetta station	Weekly	-No of technical issues raised - Reports on Ngetta station
6	Alternating to work in shifts during the day and night shifts	Daily	Working schedule Signing in and out time

5. QUALIFICATION

Must have at least, completed primary seven.

Experience {must have at least one year experience in security related work



JOB DESCRIPTION

NEWS EDITOR

- 4. **JOB TITLE :** News Editor
- 5. **REPORTS TO :** Director
- 6. **COORDINATES :** News reporters / anchors/ Citizen reporters/ PSCs
- 7. **JOB DESCRIPTION:** Manage and coordinate the process of informing the public about news and events happening internationally, national and locally.
- 8. **KEY RESPONSIBILITIES AND EXPECTED RESULTS**

No	Main Tasks	Expected Outputs	Frequency
a.	Coordinate the news department	-No of meetings held including One-on-ones. - No of emails, written notices & other communications on departmental issues. Reports on news reporters, anchors, citizens reporters	Weekly As necessary
b.	Assign stories to reporters	- No of news beats assigned	Daily
c.	Identifies and make follow on news issues within community through(features, or discussions)	- No of stories filled	Daily
d.	Work closely with (social media team) to manage content for other media (Radio Wa Face book, twitter and website)	-No of articles posted	Weekly
e.	Share relevant news stories with Catholic media and radios	- No. of stories shared.	As per relevant stories to share.
f.	Performance management and appraisals	-Coaching and mentorship reports -performance appraisals completed.	Quarterly Annually
g.	Coordinating the Bulletin formats	-Bulletin running order -Filing Daily bulletins -Monthly news reports -News times	Annually Daily Monthly Daily
h.	Edit news bulletins and revise house style and translations	-No of bulletins aired	Daily.
i	Participate in moderating and or producing news analysis programmes.	-No of news programmes aired	Weekly
k.	Keep a pool of contacts (corporate, government, institutions) that can be regularly consulted for news	- List of contacts according to responsibilities and trade	Weekly updated

9. QUALIFICATION

Degree/Diploma in communication/Media studies, Mass communication, Journalism, broadcast journalism and Arts

Experience “ At least two years’ experience in radio news position

Application procedure:

Submit your application to: **The Managing Director Radio Wa 89.8 FM, PO, Box, 99, Lira, Uganda** not later than **21st February at 5:00PM**