



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF COMMUNICATIONS AND MARKETING

SUPPORT SERVICE UNIT

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below.

Coordinator: SMU Radio Station (1 post) (5-year fixed term contract appointment)

Ref: 18/2024/MJM/P10

The incumbent will be responsible for coordinating day to day activities of the Radio Studio, plans radio program schedules, interviews, etc. They will coordinate radio coverage on and off campus events, monitors technical aspects during broadcasts and condition of recording equipment, monitors studio adherence to industry acts and legislation and effectively providing support to the department in pursuit of its strategic and operational goals and objectives. The successful incumbent will report to the Director: Communications and Marketing and must meet the requirements, competencies and be responsible for the following key performance areas below.

REQUIREMENTS

- Diploma/Degree in Communication/Journalism/Marketing or Public Relations
- Five (5) years' experience in a radio station environment
- Demonstration of innovation in the discipline will be an added advantage
- Evidence of participation in community project or community related activities
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and competency of ITS

COMPETENCIES

- Technical/ professional knowledge and skill
- Discretion
- Public Speaking
- Diagnostic Ability
- Reporting
- Coaching
- Providing Feedback
- Contract Compliance
- Standards Adherence
- Networking

- Selling
- Customer Orientation

KEY PERFORMANCE AREAS

- Coordinates day to day activities of the Radio Studio
- Plans daily radio program schedules, interviews, etc.
- Disseminating daily programs to presenters and producers
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- Facilitation of training programmes for SMU radio staff
- Plans presenters and staff shifts
- Assists with training of new studio staff
- Monitors technical aspects during broadcasts
- Monitors condition of recording equipment
- Maintains stock levels of office consumables
- Monitors studio adherence to industry acts and legislation
- Reports faulty equipment to relevant functions
- Reports issues/problems to relevant stakeholders
- Updating and maintaining radio station social media pages
- Arranging staff transport to and from events
- Coordinating preparation of required equipment
- Stays abreast of industry broadcasting acts and legislation
- Checking that the studio complies to health and safety and broadcasting regulations
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the Line Manager

Closing date: 17 March 2024

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mr MJ Mopai, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word and PDF format, to hr.recruitment6@smu.ac.za

The applications may also be posted OR hand delivered to (place in the application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3624

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The university reserves the right to make or not to make an appointment