

JOB PROFILE

1. Position Detail

Job Title	Broadcast Technical Specialist
Job Grade	
Date Reviewed	May 2024
Location	Auckland Park, Johannesburg

Position in the Organisation:

Department	Projects
1st Line Manager	Broadcast Project Manager
2nd Line Manager	Executive Manager: Projects
Direct Subordinate(s)	N/A

Overall Purpose of the Job

Purpose Statement
Responsible for overseeing the installation of MDDA funded studios to completion, ensuring compliance to MDDA specifications and to conduct asset registration of all assets funded by the MDDA to support the achievement of its vision and mission.

Education (Formal Qualification Required)

Minimum
NQF Level 6 Qualification in Broadcast Engineering or related
Advantageous
NQF Level 7 Qualification in Broadcast Engineering or related

Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's License

Experience (Experience Required - Number of years)

Minimum
5 years' experience in the installation, maintenance, and administration of complex broadcast production systems and related Experience in troubleshooting Experience in basic Technical production Sound Engineer
Advantageous
Experience within the public sector

2. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
Development and Approval of Broadcast Studio and Transmitter Specifications	- Review previous installations to keep abreast of industry changes - Develop and amend technical specifications at the beginning of each funding cycle - Review quotes from service providers to ensure alignment with provided specification - Conduct verification of broadcast studios following installation by appointed service providers as per the provided specification, and sign off if alignment with specification and industry standards - Review transmitter installations and virtually authorise installation with the approved service provider as per the provided specification - Provide technical support services and trouble-shooting training to broadcast projects - Keep abreast of new trends within the broadcast industry	30%
Service Provider Management	- Manage service providers installing broadcast studios through regular engagement to manage expectations and maintain sound working relationships - Make recommendations and prepare a studio verification report for payment of service following broadcast studio installations, for submission to the line manager for approval - Participate in the vetting of service providers as per the procurement policy and procedures	25%
Uplifting and Recommendation for Donation of Old Broadcast Equipment	- Coordinate the collection of broadcast equipment from projects to secure storage for equipment, in consultation with the service provider and Legal Department, to ensure all broadcast equipment is accounted for - Alert the Legal Department and the line manager if there is any missing broadcast equipment	10%
Asset Registration & Verification	- Capture assets for new studios during verification - Capture assets for existing funded projects - Update the broadcast asset register and produce quarterly reports for submission to the line manager for approval for the Board - Provide technical support to the Projects and Monitoring Department through site visits and studio launches, which includes troubleshooting and testing of new equipment - Provide support and information to the Broadcast Officer and the Training Department for project capacity building programmes	25%
Document Management	- Act as the custodian of project technical information and recoding keeping, ensuring compliance to audit standards - Collect required demographic data and information - Maintain the technical database	10%

3. Competencies (Knowledge, Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
Audio and video paths (from end to end, both streaming and linear)	Communication	Attention to detail
Engineering, systems management principles for modern, complex broadcasting systems (including streaming media systems, sophisticated broadcast production systems, transmission and digital editing systems)	Problem solving	Client focused
Applicable legislation (e.g. PFMA, Broadcasting Act, ECA, etc.)	Planning and organising	Team player
MS Office proficiency	Time management	Adaptability
Broadcasting history of SA (would be advantageous)	Interpersonal	Analytical
Public / commercial / community media	Relationship building	
Media sector	Reporting	

4. Special Requirements

Detail
Frequent travel will be required, nationally Will be required to work after hours, weekends and public holidays

Approved By

Name	Designation	Signature and Date
Shoeshoe Qhu	Chief Executive Officer	