

Position Description

Vacancy Title: **General Manager Technology**

Location: **Suva, Fiji Islands**

Reports To: **Chief Executive Officer (v 7.00)**

Objective

The General Manager Technology is responsible for overseeing the technical, engineering and ICT requirements at Fijian Broadcasting Corporation for both internal and external customers.

Outcomes

Capital Stakeholders (Owners)

1. Strategically focused department

- Strategic Plan implemented
- Operational and action planning to deliver key objectives
- Financial reporting systems to analyze cost versus benefits for content created
- Operational risk assessment and management plans
- Developing and managing a risk management plan for:
 - ICT
 - Broadcast
 - Mastercontrol
 - Studios

Organisational Stakeholders

1. Technical Service Maintenance Managed

- Managing technical projects from conception to completion, ensuring adherence to timelines and budgets.
- Conducting regular reviews of project progress and ensuring adjustments as necessary.
- Establishing and maintaining the quality control standards for technical processes and deliverables.
- Identifying the potential risks related to technical operations and developing appropriate mitigation strategies.
- Conduct research into emerging technology and ensure that the organisation is well informed on the up-to-date and appropriate technology applications.

2. Technical department managed and lead in accordance with the performance management system

- Operational and business plan that reflects overall FBC Operations plan
- Budget preparation, monitoring and management
- Performance reporting including intervention actions
- Procedure preparation and monitoring
- Internal procedures and guidelines maintained
- Risk management planning and assessment

3. Procurement Management:

- Identifying FBC's ICT & Engineering needs and develop procurement strategies.
- Evaluate and select suppliers based on capability, reputation, and pricing.
- Managing the budgeting and cost control for ICT procurement initiatives.
- Ensure adherence to procurement compliance procedures, including legal and regulatory standards.
- Oversee the installation of ICT equipment and services, ensuring alignment with organizational standards.

4. Team Management

- Prepare work plans (weekly, monthly, annual basis)
- Prepare 3- 5 year strategic plan for the unit.
- Managing cross functional teams efficiently and effectively
- Delegate work and supervise staff for expected deliverables
- Provide guidance, training, mentorship and support to the ICT, Broadcast and Transmission teams
- Ensuring the standards, ethics, and integrity are encouraged by the Multimedia Journalist while gathering or reporting of news stories.

5. Teamwork and cooperation

- Cooperation within the team and greater department
- Cooperation across departments
- Work collaboratively to achieve the set targets and goals

6. A developing and growing department

- Improving procedures and compliance
- Improvement in member / customer / stakeholder service levels
- Growth in efficiency and effectiveness
- Improvements from application of technology
- Developing and growing workforce competence with succession planning

7. Informed Executive Management and timely and accurate reporting

- Performance and situation reporting
- Complaints investigation and reporting
- Reports and papers produced

8. FBC's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the FBC
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the FBC's image and value

Product's Stakeholders

1. Operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures
- Ensure compliance with relevant laws, regulations, and industry standards relating to ICT, Broadcast Media and Transmission.

Responsibilities - Key Competencies

Competence	Description
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Business

- | | |
|-----------------------|--|
| Strategic Development | Establish the strategic direction and steer the organisation towards its goals |
| Risk Management | Analyse and manage risk. |

Customer

- | | |
|-----------------------|--|
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |
| Relationship Building | Build beneficial relationships with suppliers and stakeholders. |
| Quality Focus | Deliver quality. |

People

- | | |
|-----------------|---|
| Leadership | Utilise a leadership position to influence people and events and to increase performance. |
| Facilitation | Assist the progress of work ensuring its timely and effective completion. |
| Problem Solving | Develop practical solutions to a situation. |
| Negotiation | Reach agreement through discussion and compromise. |
| Self-Management | Manage your priorities and objectives efficiently and effectively |

Professional

- | | |
|------------------------|--|
| Technical Strength | Demonstrate knowledge of a specialist discipline. |
| Compliance | Comply with relevant laws and the policies and procedures of the organisation. |
| Research | Apply formal research methodologies. |
| Technology Application | Apply technology. |

Operational

- | | |
|---------------------|---|
| Equipment Operation | Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment. |
| Health and Safety | Establish and maintain a safe and healthy work environment. |

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Information Technology/Computing, Degree in Engineering	Bachelors Degree in ICT & Broadcast Engineering
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Business Administration	

Work Knowledge and Experience

Minimum of 5 years of experience in a similar role within a media organization, with a Bachelor's Degree in ICT & Broadcast Engineering, or at least 7 years of experience with a Diploma in ICT & Broadcast Engineering.

Strong understanding of broadcast, transmission, and ICT with project management methodologies and tools.

Strong communication, writing and presentation skills

Understanding of broadcast media and ICT legislations.

Requirements

Language Proficiency

Excellent command of English

Valid driver's license

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	Management Team	
	Technical Team	
	IT Team	
External		
	Statutory Authorities	
	Clients	
	Suppliers	
	Government authority	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Trusting Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.

Concrete thinker Focuses on the tangible experiences of actual things or events.

Decisive Reaches conclusions, promptly and firmly.

Disciplined/Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

Flexible/Adaptable Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 03 Nov 2024