



Position Description

Vacancy Title: **Manager News**

Location: **Suva, Fiji Islands**

Reports To: **None**

Objective

The Manager News will oversee the day-to-day operations of the news department, ensuring the timely and accurate delivery of high-quality news content across multiple platforms.

Outcomes

Organisational Stakeholders

1. Production of News

- Oversee the creation, development, and broadcast of news content across all platforms (television, radio, digital, social media).
 - Assist General Manager News & Current Affairs in ensuring compliance with the legal requirements in country of operation.
 - Contribute to the creation of fresh and engaging news content.
 - Manage the production and direction of live and recorded news segments, ensuring timely and accurate reporting.
 - Collaborate with the team to produce engaging, accurate, and relevant news stories.
 - Promote diversity, equity, and inclusion in news coverage efforts.
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2. Operational Management

- Collaborate with cross-functional teams to deliver news content that is consistent with FBC's mission, vision and values.
 - Oversee the preparation, scheduling, and execution of live and recorded news segments, ensuring the highest quality production.
 - Ensure compliance with legal, industry, and organizational guidelines for news broadcast.
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3. Team Management

- Prepare work plans (weekly, monthly, annual basis)
 - Assist the General Manager News & Current Affairs in the preparation of 3- 5 year strategic plan for the department.
 - Provide guidance, training, mentorship and support to ensure the production of high-quality, engaging news across all platforms
 - television
 - radio
 - social media
 - website.
 - Implement a training plan to address the professional development needs of team, enhancing overall team capabilities.
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4. Risk Management & Compliance

- Implement and monitor risk management processes to ensure news content meets legal, ethical, and compliance standards.
 - Ensuring adherence to internal guidelines, industry regulations, and statutory requirements for broadcast and digital news.
 - Assist in updating of risk management procedures within the news department.
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5. Teamwork and cooperation

- Cooperation within the team and greater department
 - Cooperation across departments
 - Collaborate with Camera Operators, Editors, Multimedia Journalist, Multimedia Sports Journalists, and other departments to ensure the smooth production of news content with broadcast materials.
 - Work collaboratively to achieve the set targets and goals
 - Implement new technologies and methods to enhance production and news delivery.
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6. 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
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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

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
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.
Organisational Values	Display the organisation's image and value standards.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
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.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Arts and Entertainment	Bachelor's degree in Journalism, Communications, Media Studies, or a related field
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Business Administration	

Work Knowledge and Experience

- Minimum of 3 - 5 years experience in news production, with at least 2-3 years in a managerial role.
- Strong communication, writing and presentation skills.
- An understanding of Local and International community and culture.
- Experience in the commercial multimedia environment- will be an added advantage.
- Knowledge on compliance with the legal requirements for news production.

Requirements

Regulatory Compliance Requirements

- Police Clearance
- Valid Drivers License

Other Required Requirements

- Citizen of the Republic of the Fiji Islands
- Must have a Valid Drivers License
- Must of good health and character

Interactions

Type	Interaction	Comments
Internal		
	Head of News and Current Affairs	
	Management Team	
	Production Team	
	Technical Team	
	News Team	
External		
	Customers	
	Statutory Authorities	
	Government authority	
	Clients	

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.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

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.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Imaginative	Generates ideas and images, showing creativity.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

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: 27 Apr 2025

