



## Position Description

Vacancy Title: **Manager Radio- Hindi Stations**

Location: **Suva, Fiji Islands**

Reports To: **None**

### Objective

The Manager Radio is responsible for the overall leadership and development of their radio station and ensures their team achieves the highest standards of content production through creative leadership for maximization of listenership.

### Outcomes

#### Organisational Stakeholders

##### 1. Department/Division managed effectively

- Management through the organisation performance management system
- Internal procedures and guidelines maintained
- Budget preparation, monitoring and management
- Risk management planning and assessment

##### 2. Radio Station Performance

- Operate a commercial and or PSB oriented profitable business maximizing revenue opportunities
- Maximize audience share
- Lead, direct and manage entire station function
- Ensure the highest standards and delivery of on-air radio content production
- Setting briefs for shows and projects, providing feedback and patting ideas into shape
- Responding to commercial or partnership opportunity briefs and coordinating their implementation on air and online
- Generating ideas for on air content to underline what we stand for and working with digital, marketing and events teams to make sure the right people see and hear that
- Working on wider company projects around Innovation, Diversity and Inclusion and commercial strategy
- Staying on top of research and insights around our audience and target audience and ensuring the teams have this
- Working with the music team on playlist, guest strategy and implementation and industry relationships.
- Review and analyze station P&L performance plus setup short term goals to address budgetary shortfalls if any
- Prepare monthly station reports

##### 3. Organisation's image and value standards demonstrated and promoted

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

##### 4. Procedures developed, monitored and implemented

- Develop, monitor and implement procedures to improve the efficiency of the team's work and to better meet the customer's need
- Implement and monitor risk management procedures

##### 5. Team Management

- Prepare work plans (annual, monthly and weekly basis)
- Delegate work and supervise staff
- Provide support and guidance

#### 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

Competence	Description
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Communication	Exchange information through verbal communication

#### Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.

#### People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
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#### Operational

Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Arts, Business and Management	Communication and Journalism
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Business and Management	

## Work Knowledge and Experience

3 years of experience as a Radio Announcer 2 years of experience managing a commercial radio station

## Requirements

#### Language Proficiency

Excellent command of English

#### Regulatory Compliance Requirements

Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Management Team	
	Radio Presenters	
<b>External</b>		
	Community	
	Customers	

## Attributes

#### Behavioural Styles

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.
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Innovative	Devises new and creative ways to do things comes up with original ideas.

#### Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

#### Thinking Styles

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

Holistic thinker        Considers issues/situations as a whole rather than analysing or dissecting the parts.

## How To Apply

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## Contact for Enquiries

Contact Name: HR Team

Contact Email: [hrteam@fbc.com.fj](mailto:hrteam@fbc.com.fj)

Further Contact Information: 3314333

**Closing Date:** 03 Sep 2025