



Position Description

Vacancy Title: **Part-Time Radio Producer/Presenter- Bulafm**

Location: **Suva, Fiji Islands**

Reports To: **None**

Objective

The Radio Producer/Presenter is responsible for creating, producing, and delivering topics over the radio, including entertaining programs, interviews, weather, news and other matters of interest.

Outcomes

Organisational Stakeholders

1. Station Production

- Research and prepare scripts for programmes and interviews
- Host interviews or talkback shows
- Operate studio equipment
- Select and play music and programmes as per format
- Covering of Outside Broadcasts or Station Events
- Create and produce compelling content for on-air and social media
- Station networking and branding
- Carry out air checks
- Attend training and development activities

2. Teamwork and cooperation

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

3. Team Management

- Prepare work plans (annual, monthly and weekly basis) for the team
- Provide support and guidance to the other Producer/Presenters

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

2. Statutory and operationally compliant organisation (department / division)

- Statutory and regulatory compliant
- Compliance with operational procedures
- Risk compliant

Responsibilities - Key Competencies

Competence

Description

Business

Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
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.
Promotion	Promote the value of the products/services offered by the organisation.
Commercial Focus	Optimize the commercial viability of the organisation.

Competence	Description
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Team Orientation	Work in a team towards a common aim.
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.
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.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
Senior Secondary School - University Entrance	Arts	
Desirable		
Certificate	Arts and Entertainment	

Work Knowledge and Experience

- Minimum 3 to 5 experience as a Radio Presenter.
- Excellent written and verbal communication skills
- Strong organizational and time-management skills

Requirements

- Language Proficiency
- Excellent Command of language (English and/or Hindi and/or iTaukei)

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Radio Managers	
	Radio Presenters	
	Marketing Team	
	Production Team	
External		
	Customers	
	Community	
	Statutory Authorities	

Attributes

- Behavioural Styles
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Innovative	Devises new and creative ways to do things comes up with original ideas.

Interpersonal Styles

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.
Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.

Thinking Styles

Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
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: 21 Sep 2025