Position Description

Vacancy Title: **Multimedia Technology Officer**

Location: **Suva, Fiji Islands**

Reports To: **None**

Objective

The Multimedia Technology Officer is responsible for the management, maintenance, and optimization of broadcast, transmission, and IT systems within the organization.

Outcomes

Organisational Stakeholders

1. Information Technology (IT) Systems

- Maintain and support IT infrastructure, including network systems, servers, and workstations.
- Ensure integration of broadcast and IT systems for seamless operation.
- Implement and manage backup solutions, data recovery systems, and cybersecurity measures.
- Provide technical support to staff for both broadcast and IT-related issues.
- Stay up-to-date with evolving technologies and best practices in multimedia and broadcasting.

2. Broadcast and Transmission Systems

- Oversee the installation, configuration, and maintenance of broadcast and transmission equipment.
- Ensure continuous and reliable transmission for radio, television, and digital platforms.
- Monitor and resolve issues related to signal quality, audio-visual feeds, and transmission pathways.
- Collaborate with external vendors for equipment upgrades and system optimization.

3. Multimedia Operations

- Ensure smooth operation of multimedia equipment, including digital audio-visual equipment, encoders, and streaming systems.
- Troubleshoot and resolve technical issues related to multimedia content production and distribution.
- Collaborate with content creators, producers, and engineers to optimize multimedia workflows.

4. Technical Support and Troubleshooting

- Diagnose and repair equipment malfunctions in both broadcast and IT systems.
- Conduct routine inspections and preventive maintenance to reduce equipment downtime.
- Document and report on system performance and recommend necessary improvements.

5. Project Management and Upgrades

- Lead technical projects related to system upgrades and new technology implementation.
- Assess current technologies and propose enhancements to meet the organization's future needs.
- Develop and manage project timelines, budgets, and resources.

6. Teamwork and cooperation

- Cooperation within the team and greater department
- Cooperation across departments
- Collaborate with IT Officers, Broadcast Technicians, Transmissions Technicians, and other departments to ensure the smooth delivery of broadcast materials.
- Work collaboratively to achieve the set targets and goals

7. Team Management

- Prepare work plans (weekly, monthly, annual basis)
- Assist in the preparation of 3- 5 year strategic plan for the unit.
- Provide guidance, training, mentorship and support to other team members.

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

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
- Follow and comply with Occupational Health and Safety 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.
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.
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.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
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.
Technology Application	Apply technology.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Electrical/Electronics/Communications, Information Technology/Computing	A Degree with 3 years of work experience or a Diploma with 5 years of work experience.
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Electrical/Electronics/Communications	An added advantage.

Work Knowledge and Experience

Proficient in IT networking, server management, and systems integration Familiarity with content delivery networks (CDNs), digital compression, and encoding technologies.

Must be able to multi-task in a fast-paced environment effectively and efficiently.

Availability and willingness to work alternate shifts as necessary is required.

Have good command of written and verbal English.

Familiar with Microsoft Office packages.

Certification in networking will be an added advantage.

Knowledge and skills in broadcast systems, RF transmission, and microwave technologies.

Knowledge of audio-visual equipment, production systems, and signal processing.

Ability to troubleshoot and resolve technical issues across broadcast, transmission, and IT domains.

Requirements

Language Proficiency

Excellent command of English

Valid driver's license

Regulatory Compliance Requirements

Valid Drivers License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Technical Team	
	Management Team	
	IT Team	
External		
	Suppliers	
	Customers	
	Statutory Authorities	

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.

Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

--

Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 15 Feb 2026