



VACANCY

e.tv  
CAPE TOWN

# Are you the perfect fit?

## Senior Producer – Fixed Term

Reporting to the Programme Editor

Your Key Performance Areas include:

Competency, Skills and Knowledge:

- Problem solving skills
- Planning skills
- Organising skills
- Change management skills
- Decision-making skills
- Interpersonal skills

## Management, Interpersonal & Team Facilitation

- Recruiting, selecting & developing the relevant & appropriate resources.
- Proactively managing resources in terms of appropriate allocation of skills/competencies & productivity, including regularly monitoring of performance.
- Ensuring smooth creation & execution of all shifts, as per the relevant and appropriate legislation & company.
- Ensuring that the team is aligned to all applicable & relevant policies, values & behaviors of the organisation.

- Coaching skills
- Mentoring skills
- Persuasiveness
- Communication skills
- Facilitation skills
- Coping under pressure
- Conflict handling skills
- Computer Literacy

## Stakeholder Interaction

- Building, supporting & maintaining healthy, diverse internal & external relationships with all relevant & applicable stakeholders to ensure achievement of organisational goals.
- Differentiating between personal & professional relationships, such that the interests of the role and the organisation are prioritised.

## Functional Planning & Performance

- Translating the strategy into an operational plan, where targets & performance measures are clear & aligned to the overall strategic direction/focus of the business.
- Monitoring the operational plan regularly, ensuring that the targets are consistently met/achieved & where necessary adapt & implement remedial steps to deliver results.

## Strategic Contribution

- Providing meaningful contributions to the channel strategy, specifically focus on achieving and/or exceeding market share.
- Ensuring that the strategic priorities of the organisation are translated and implemented in the team, so that

efficiencies & actively managed & there is a drive to deliver operational standards of excellence.

- Continuously realign programming so that there is an agile, flexible culture of programming to continuously improve audience ratings, & where these can be easily identified by the performance statistics.

### **Budget Compliance**

- Ensuring that all decisions & aligned to budget expectations & that there is a focus on return investments, efficiencies & effectiveness.

### **Content Generations, Broadcast delivery & Editorial Leadership**

- Generating & producing well researched, accurate, balanced, comprehensive, impartial, appealing & audience focused programming.
- Ensuring that content & coverage is consistent with the organisations editorial policies & compiles with all applicable legislation & regulations.
- Providing guidance on how to best capture stories/content by brainstorming both interviews & camera angles with the relevant resources.
- Providing clear editorial direction, ensuring appropriate planning research and editorial judgement.
- Facilitating and/or leading editorial meetings & proposing ideas for current & future content based on the proposed show content.
- Developing & maintain a forward planning diary to include all pre-production, production & post-production elements, ensuring that a project plan captures

expected deliverables & resourcing requirements.

- Ensuring that content is engaging for the audience with appropriate animation slides & sound, information graphics & other media rich content to enhance the effectiveness.
- Leading discussions on guest requirements, ensuring that guests are approved as appropriate subject matter experts who are interesting, engaging & enhancing the content framework.
- Leading pre & post programming meetings, ensuring that the technical operations & editorial teams are able to deliver show requirements to the expected best practice & standards of the organisation.
- Providing final script for broadcasting showcasing the show structure including the planning & execution of all CG's & graphics for post-production.
- Taking accountability for all final editorial decisions.
- Continuously reviewing and offer feedback to the blue chain, including Anchors, to ensure optimal performance & delivery of the content strategy.

#### **Minimum Requirements:**

- National Diploma in Journalism
  - 6 years' experience in a similar role within a Broadcasting environment.
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If you meet the minimum requirements, we look forward to hearing from you. Kindly submit the following to [jobs@emediainvestments.co.za](mailto:jobs@emediainvestments.co.za).

- Your CV
- A certified copy of your ID
- A certified copy of your Qualifications
- Completed Application Form

If you have not received a response within 14 days after the closing date of the advert, please accept that your application was unsuccessful.

CLOSING  
DATE

27 JUN  
2022