



<b>Job Title:</b>	Manager: Broadcasting Skills
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Skills Development
<b>Location:</b>	Gauteng, Auckland Park
<b>Salary Range:</b>	12
<b>Upward Reporting Relationships:</b>	Executive Manager: Skills Development
<b>Reference Number:</b>	<b>NEM-20/04/2025</b>

### MAIN PURPOSE OF JOB

To provide training and development leadership and overall management in the business unit, implement and manage training activities for quality provisioning.

### JOB OBJECTIVES

- Lead and develop broadcasting strategies (Television & Radio) to position the organisation as the leading broadcasting media training institute.
- Participate in the development of operational plans and performance targets for the broadcasting skills unit.
- Lead the production of learning and training resources as required.
- Implement learning and training production practices that adhere to best practices.
- Coordinate the unit's performance to ensure that clients' needs are met.
- Continuously evaluate new training techniques and learning platforms to improve the unit's performance.
- Participate in the advocacy that will drive the Institute's skills development goals.
- Provide input into the implementation of new processes and approaches to achieve the institutes' strategy and operational plan targets.
- Ensure the delivery of effective implementation of broadcasting training programmes.
- Conduct training needs assessments for learners and clients.
- Design and prepare curricula and training courses.
- Conduct assessment and/or moderation of learners.
- Develop instructional methods, training aids, manuals, and other materials.
- Establish training schedule and oversee the coordination of training classes.
- Formulate learning objectives and plans and develop methods for assessment and moderation.
- Ensure the use of appropriate assessment instruments and criteria.
- Manage the quality assurance of learner achievements.
- Review and evaluate broadcasting training effectiveness for improvement.
- Monitor and evaluate curriculum and related documents for accuracy and relevance.
- Monitor the quality of training content and ensure the maintenance of high standards.
- Provide project management of both small and large-scale projects throughout their life cycle.

- Monitor project deliverables and ensure the completion of projects timeously.
- Monitor project budgets, project timelines, risks, and deliverables.
- Ensure that all partnerships in projects are managed and administered in line with NEMISA policies.
- Facilitate project meetings and workshops related to broadcasting projects.
- Provide leadership and provide advice and guidance on managing projects.
- Prepare project pre-meeting briefings, monitor project progress and ensure tasks are completed.
- Work closely with stakeholders to facilitate project delivery and deal with challenges.
- Identify and manage critical risks in projects.
- Formulate broadcasting training policies and provide support in the monitoring of their implementation.
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute and relevant legislation.
- Provide advocacy to stakeholders on policy interpretations and ensure awareness of policy changes.
- Identify training programme risks and provide a mitigation plan.
- Conduct the unit's regular risk assessments.
- Develop and implement the unit's budget.
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget.
- Compile and submit accurate financial data in accordance with prescribed guidelines, standards and formats.
- Identify deviations from the budget and take remedial action.
- Manage the business unit's cash-flow and expenditure.
- Motivate the acquisition of assets and resource requirements as required in the unit.
- Manage and coordinate business unit resources.
- Liaise with internal and external stakeholders to ensure effective coordination of the broadcasting skills Programme.
- Participate in internal and external stakeholder forums as directed.
- Build and maintain effective partnerships in broadcasting training for efficient service delivery.
- Meet regularly with training and learning stakeholders (e.g. student representatives etc.).
- Represent and participate in NEMISA's committees and/or task teams.
- Attend meetings and present findings when required.
- Provide required training and development to employees to ensure optimal performance.
- Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary.
- Determine staffing requirements and ensure the proper recruitment and selection of high-performing human capital.
- Ensure that training interventions are aligned with the institute's and employees' needs.
- Manage the performance of subordinates and implement corrective measures where required.
- Effectively respond to employee queries.
- Create and maintain a supportive and accommodative working environment.
- Compile and submit reports on the unit's performance at the required intervals in accordance with prescribed standards and formats.
- Report on the outcomes of skills programmes.
- Submit management reports on a monthly, quarterly and annual basis or as may be required from time to time.
- Provide regular reports to the senior manager on the revision of targets if necessary and progress towards the achievement of targets.
- Ensure the compilation and timely submission of accurate information in accordance with prescribed standards and formats.
- Prepare skills development reports.

*The list of duties is not exhaustive.*

### **Education: Formal Qualifications**

*Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. Universities, Technikons, Colleges, etc.*

<b>Level of Education:</b>	<b>Minimum:</b> <ul style="list-style-type: none"> <li>• A bachelor's degree in Education or Media production or related.</li> <li>• National Certificate: Occupationally Directed Education Training and Development advantageous.</li> <li>• Assessor or Moderator Certification.</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Job-related Work Experience</b> <i>Experience is obtained through opportunities for exposure and practice at work. It includes all working experience, that has some bearing on the job, and it is not restricted to the current organisation. Supervised on-the-job training internships and learnerships are incorporated within this category.</i>		
<b>Level of Job-related Work Experience:</b>	<b>Minimum:</b> <ul style="list-style-type: none"> <li>• 5-8 years of Producing/ Broadcasting experience.</li> <li>• 3-5 years in a management role.</li> <li>• Knowledge of developing training material.</li> <li>• In-depth knowledge of management and implementation of learning programmes.</li> <li>• Sound knowledge of relevant legislation (i.e. Skills Development legislation, PFMA).</li> <li>• Knowledge of leadership and management principles.</li> <li>• Knowledge of online training.</li> <li>• Knowledge of broadcasting and media production.</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Job-related Skills and Competencies</b> <i>Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.</i>		
<b>Job-related Skills and Competencies:</b>	<b>Behavioural:</b> <ul style="list-style-type: none"> <li>• Decision-making</li> <li>• Problem-solving</li> <li>• Conflict management</li> <li>• Negotiation skills</li> <li>• Working under pressure</li> <li>• Prioritising</li> <li>• Quality and service focus</li> <li>• Integrity</li> <li>• Accountability</li> <li>• Diligence</li> <li>• Professionalism</li> <li>• Flexibility and adaptability</li> </ul>	<b>Technical:</b> <ul style="list-style-type: none"> <li>• Broadcasting Technological Skills</li> <li>• Project Management</li> <li>• Training and Development facilitation</li> <li>• Leadership skills</li> <li>• Planning and organising</li> <li>• Business writing skills</li> <li>• Report Writing Skill</li> <li>• Time management</li> <li>• Analytical thinking</li> <li>• Written and Verbal Communication skills</li> </ul>

**Important note:**

- Please email through comprehensive CV and certified copies of qualifications/supporting documents to: [mbs@mjvrecruitment.co.za](mailto:mbs@mjvrecruitment.co.za)
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to shortlisted candidates.
- NEMISA reserves the right to not make an appointment.
- Closing Date: **29 April 2025 (16:30)**

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports the achievement of our Employment Equity goals.*