



## ZAMBIA NATIONAL BROADCASTING CORPORATION

### EMPLOYMENT OPPORTUNITIES

The Zambia National Broadcasting Corporation (ZNBC) is a Statutory Body established under Chapter 154 of the laws of Zambia to provide public service broadcasting services in Zambia.

#### **Mission**

**“To Provide Balance, Diverse and Innovative Broadcasting Services in order to Inform, Educate and Entertain the public”**

#### **Vision**

**“To be the preferred Broadcaster”**

The Corporation is now seeking highly qualified, self motivated and creative individuals to fill the following positions: **Director General, Director Finance, Director Human Resource & Administration** and **Director Programmes** to be based at Head Office, Lusaka.

#### **1. DIRECTOR GENERAL**

##### **Job Purpose**

ZNBC is seeking a visionary, strategic and seasoned leader to take up the role of Director General. The Director General will drive ZNBC's strategic direction, in the provision of quality radio and television services throughout Zambia. The Director General will advance and build on the Corporation's Vision and Mission and develop the Corporation's commercial capabilities by ensuring that all ZNBC operations are in line with the strategic plan to achieve the mandate stipulated in the ZNBC Act, Cap 154 of the Laws of Zambia. The Director General will be responsible for leading the Executive Team in driving the Corporation's growth and generation of sustainable value and financial returns. The Director General must be a change agent who possess a combination of an understanding of media, people management and commercial acumen.

## **Main Duties and Responsibilities**

- Develops and implements a long-term strategy and vision for the Corporation that generates satisfactory levels of shareowner value and positive, reciprocal relations with relevant stakeholders.
- Develops and recommends to the Board of ZNBC the Strategic Plan and once approved ensures its implementation.
- Evaluates ZNBC budget plans including strategies against objectives/policies submitted by subordinates from all Directorates, providing guidance/advice and ensuring that submissions are realistic and attainable thereafter presents the budget to the Board for approval.
- Reviews constantly the ZNBC's performance against set objectives and plans as given in the Corporation's strategic plan and budgets.
- Ensures that necessary resources are marshaled to finance, equip and run the planned operations and capital projects.
- Ensures continuous improvement in quality and value of the Corporation's radio and television services towards realization of the Corporation's mission and vision.
- Ensures that ZNBC has an effective management team that actively participates in the development of management and succession planning (including the DG's own position).
- Chairs weekly Executive meetings with Directors and Regional Controller, chairs and superintends over procurement committee meetings.
- Prepares and presents to the Board and relevant Government bodies objective periodic reports on the Corporation's affairs/performance and related issues for information and decision making. Also attends to important stakeholder queries emanating from Government, the Public and Donors.
- Controls and co-ordinates the activities and functions of the Corporation in enhancing efficiency and effectiveness thereby ensuring that the Corporation's assets are protected, fully utilised and well maintained.
- Supervises subordinates, and agrees, monitors and reviews their performance to ensure that they meet their agreed objectives/targets.
- Exercises the powers and duties generally exercised by a Chief Executive Officer as delegated and undertakes any other duties as may be assigned by the Board of Directors.

## **Minimum Qualifications and Experience**

- i. First Degree in Engineering, Business Administration, Mass Communication or related field.
- ii. Business Post Graduate Masters qualifications such as an MBA.
- iii. Minimum of 10 years experience at senior management level.

- iv. Must be in good standing with relevant professional body, (where applicable).

### **Personal Competencies and Attributes**

- i. Good strategic and business planning skills.
- ii. Good interpersonal and influencing skills.
- iii. Excellent communication skills, as the job holder has to interact at the highest level with major stakeholders.
- iv. Proven leadership, management and People skills.
- v. Able to galvanize the entire Corporation into achieving results.

## **2. DIRECTOR FINANCE**

### **Job Purpose:**

To direct, manage and coordinate all financial aspects of the Corporation's strategy as well as to effectively manage all financial tasks in order to ensure financial viability and availability of up to date financial information to the Board, Director General and Senior Management for timely decision making and that all reporting requirements are met for all stakeholders.

### **Main Duties and Responsibilities**

- Ensures the formulation, implementation and monitoring of the Finance and Accounting strategy and the related annual work plans.
- Conducts financial planning and controls through Budget preparation, monitoring and implementation.
- Develops and maintains timely and accurate financial statements and reports that are appropriate for the users and in accordance with International Financial Reporting Standards and tax regulations.
- Ensures timely preparation of quarterly management accounts for Board presentation and Management control to inform stakeholders about the Corporation's financial performance in order to facilitate effective and efficient decision making.
- Conducts financial appraisal of capital projects in order to ensure value for money investments and achieve optimal financing and seeks out methods and practices to minimize financial risk by implementing investment policies in line with Board policy guidelines so that acceptable returns are earned on all investment portfolios undertaken, including recommendation of divestment options.
- Manages the acquisition of capital assets and ensures that assets are properly recorded, amortized and disposed of as appropriate and adequately accounts for the assets in order to safeguard public property.

- Ensures compliance to tax regulations, accounting standards, policies and procedures in accounting for financial transactions.
- Provides overall supervision and leadership of the subordinates through interventions such as coaching, motivating, developing and disciplining staff.

### **Minimum Qualifications, Experience and Personal Attributes**

- Full Grade 12 school certificate
- Degree in Accounting, Finance or related discipline
- CA Zambia, ACCA, CIMA or equivalent qualification
- Over Ten (10) years experience, Five of which should be at Senior Management level
- Highly organised professional, reliable, discrete and ability to multitask
- Result oriented with an eye for detail and accuracy
- A member of the Zambia Institute of Chartered Accountants (ZICA)
- Strategic business planning, problem solving, emotional intelligence, analytical skills and good Interpersonal skills
- Superior knowledge of accounting policies and procedures
- Excellent Communication and Negotiating Skills with Strong Leadership and managerial ability

## **3. DIRECTOR HUMAN RESOURCE AND ADMINISTRATION**

### **Job Purpose**

To provide leadership in the Management of the Human Resource and Administration Function of the Corporation by developing and implementing effective human resource policies, strategies, procedures and practices that support the achievement of the Corporation's business objectives. The job holder will also ensure Administrative and support systems and structures are working effectively, in terms of achieving the short, medium and long term objectives of the Corporation in the most cost effective way.

### **Main Duties and Responsibilities**

- Work closely with Senior Line Managers in developing and implementing human resource policies, strategies, procedures and practices.
- Provide timely advise to the Board, Management and staff on human resource issues.
- Develop and Budget future human resource plans aimed at ensuring the Corporation has the right number of staff, right skills and timely placed in the right positions.

- Responsible for recruitment and selection of staff by ensuring that the Corporation attracts staff with required skills and experience to achieve business objectives.
- Design and implement Compensation Policy and Programs aimed at attracting, retaining and motivating staff for achievement of Corporation objectives.
- Lead the achievement of Corporation business objectives by planning and ensuring efficient and effective delivery and evaluation of Training and Development plans aimed at improving staff competence and efficiency.
- Implement and monitor a sound Performance Management System across all Directorates in order to increase the Corporation's effectiveness and reward employee performance.
- Facilitate corporate cultural change, maintain communication channels, and deal with Unions by communicating and negotiating with Unions on behalf of Management to promote sound Industrial Relations.
- Ensure maintenance and update of Human Resource records and Compile Quarterly and Annual Reports on manpower status to facilitate management decision making and ensure Management is kept abreast with HR activities.
- Implement workplace Wellness programs, ensure staff safety and administer staff welfare assistance in times of need.

### **Minimum Qualifications, Experience and Personal Attributes**

- Grade 12 with 5 "O" levels minimum credit in English and Mathematics
- First Degree in a Social Science or Business Discipline
- Masters Degree in a relevant field is an added advantage
- A member of the Zambia Institute of Human Resource Management (ZIHRM)
- Over Ten years experience, Five of which should be at Senior Management level
- Computer literate, Writing and Problem solving skills
- Superior knowledge of Labour Laws with good interpersonal skills
- Highly organised professional, reliable, discrete and ability to multitask
- Strategic business planning, problem solving, emotional intelligence, analytical skills and good Interpersonal skills
- Excellent Communication and Negotiating Skills with Strong Leadership and managerial ability
- Understanding how Unions operate and interact with Management

## 4. DIRECTOR PROGRAMMES

### **Job Purpose:**

To ensure production and broadcasting of quality radio and television programmes which meet diverse needs of listeners, viewers and advertisers throughout Zambia in line with provisions of the Zambia National Broadcasting Act Cap 154, of the Laws of Zambia. The job holder shall also supervise the overall process of news production on a daily basis to enable ZNBC broadcast quality, well balanced and in-depth news stories

### **Main Duties and Responsibilities**

- Ensures production and provision of programmes that contribute to the development of free and informed opinions by listeners and viewers thereby contributing to the national democratic process.
- Ensures production and provisions of programmes that offer information, entertainment and education to Zambian listeners and viewers.
- Ensures production of programmes that reflect and promote Zambia's national culture and diversity, defend democratic freedoms, contribute to the realization of equal treatment between men and women and promote protection of the environment.
- Ensure broadcast of news and current affairs programmes which are comprehensive, unbiased and independent.
- Analyze the feedback from the listeners and viewers so as to provide varied and balanced programmes for all sections of the population.
- Provide technical advice and guidance on all programming activities in the Corporation.
- Ensure preparation of Programmes directorate budget to support the directorate's activities, thereafter ensures that all activities are within the approved budget.
- Prepares and presents quarterly reports to the committee of the Board overseeing programming and makes presentations on follow up issues as necessary.
- Provide overall technical input in all procurement of programmes by previewing the programmes, reviewing tender documents, purchase requisitions and attend to tender committee meetings.
- Attend the executive committee meetings to review operations of the Corporation, and attend to any duties as assigned by the Director General.

### **Minimum Qualifications, Experience and Personal Attributes**

- Grade 12 or equivalent with 5 "O" levels minimum credit in English
- Degree in Mass Communication or related discipline

- Masters Degree in a related field or business administration is an added advantage
- Over Ten years' experience in Broadcasting or media institution, five of which should be at Senior Management level
- Computer literate
- Strategic thinking, problem solving, Leadership and Managerial skills
- Must be innovative and responsive to changing environments in broadcasting

Interested Zambian Nationals meeting the above requirements should apply, giving two traceable work and professional references, enclosing photocopies of **certified** Academic and Professional certificates, NRC, latest Resume and a contact phone number to:

The Board Chairperson  
ZNBC Board of Directors  
P O Box 50015  
Mass Media Complex  
**LUSAKA**

**All applicants will be appreciated for interest shown in wanting to join the Corporation. However, only shortlisted candidates will be responded to. Those that had responded to our earlier advert are encouraged to apply as well.**

Closing date for receipt of application letters is **Friday, 30<sup>th</sup> September, 2022** at **17.00 hours.**