



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Assistant Producer FM	DEPARTMENT: ZABFM
POSITION REPORTS TO: Operations Manager FM	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	% of Total Work-load
<ol style="list-style-type: none"> 1. Coordinate the activities of writers, presenters, managers, and other personnel throughout the production process 2. Monitor post-production processes in order to ensure accurate completion of all details 3. Determine production size, content, and related, establishing details such as production schedules and programming policies 4. Should be performing management activities such as scheduling, planning, execution 5. Read, research and assess ideas and finished scripts 6. Arrange/ lineup for productions 7. Should be able to maintain contemporary technical skills 8. Produce broadcast quality Content and maintain the script filing 9. Ensure timely completion of assigned tasks as per sessions 10. Supervise the progress of the project from pre-production to post production and delivery 	
<u>PERSON SPECIFICATION</u>	
<p>(1) Academic Qualification Required Bachelors of Mass communication.</p> <p>(2) Specific Job-related Skills Required</p> <ol style="list-style-type: none"> 1. Analytical Skills 2. Communication Skills 3. Presentation skills 4. Interpersonal Skills 5. Counseling Skills 6. Problem-solving 7. Ability to Plan, Organize 	



(3) Specific Job-related Traits & Behaviors Required

1. Attendance
2. Initiative taking
3. Cooperativeness
4. Policy and Procedure Compliance
5. Discipline

(4) Experience Required

Minimum two years' experience with understanding of creative and audio, radio programming