

Job Description

News Department

Position: News Anchor (positions needed)

5 English news reader | 2 isiXhosa readers | 1 Afrikaans news reader

A: ACCOUNTABILITY

People accountable to: Head of News, Station Manager, and the Management Committee.

B: OVERALL PURPOSE OF POSITION: To be a “voice” of the station at the top of each hour. Engage and inform listeners about the latest news making headlines around the country and the world. The news anchor is to assist in the production of news a timely, accurate, and engaging manner. This includes researching topics, writing stories and scripts, finding, and gathering sound bites, interviewing sources, working with other members of the Madibaz Radio’ staff to ensure the smoothest production possible. The news reporter must also be able to work with a variety of audio equipment, maintain good communication with colleagues and guests, provide accurate and interesting reports on a variety of topics.

C: KEY AREAS OF RESPONSIBILITY

- Have a command of the language policy of the station
- Arrive on time in preparation for a bulletin
- Deliver a quality news bulletin during an allocated time slot
- Compile a news script from scratch utilizing content gathered by station reporters and reputable sources.
- As an isiXhosa or Afrikaans reader, the ability to translate an English script for a bulletin is essential.
- Stay informed regarding current affairs, both nationally and internationally.
- Be prepared to collaborate with the programming department as a back-up should a presenter not be available for their show.
- Adhere to the Madibaz Radio Code of Conduct.
- Maintain constant communication with the Head of News and the entire news team should you be unable to tend to your assigned duty.
- Assist with on-field reporting and live crossing for special events, i.e. national elections, campus elections, launches etc.
- Attend department workshops that are aimed at enhancing a news reader’s skill set in terms of reading, reporting, and compiling.
- Be an ambassador of the station in outside circles.
- As an employee of the station, assist other departments at times when additional personnel are required.
- Good investigative skills
- Excellent voice projection
- Confident and effective communication skills
- Ethical

Job Description
News Department

Position: News Editor

A: ACCOUNTABILITY

People accountable to: Head of News, Station Manager, and the Management Committee.

B: OVERALL PURPOSE OF POSITION: The news editor is responsible for managing, editing, and producing news content for radio broadcasts. The news editor will monitor news sources and develop story ideas, research stories, write scripts, and organize audio and video assets to create compelling news packages for air. They may also be responsible for selecting sound clips to accompany stories, ensuring the accuracy of the information presented, and working with the radio news team to ensure that the content meets all standards of quality. Radio news editors must be highly organized, creative, and able to work quickly in a fast-paced environment.

C: KEY AREAS OF RESPONSIBILITY

- Have an overall understanding of the operations of current affairs and news development
- Guides the news team to develop the most crucial points, proofreads stories for accuracy, objectivity, and timeliness
- Consult with programming department to ensure news are regularly aired and forms part of Madibaz Radio identity
- Have excellent writing skills
- Must be social media savvy
- Assigns and attends field work outside the station
- Ability to negotiate, probe and gathers raw stories
- Have a strong command for language (English, isiXhosa, and Afrikaans)
- Have a good understanding of sound editing systems/software
- Able to develop sources of information and have prior knowledge of newsworthy events
- Candidates in Media related/journalism course/Humanities will be advantageous, preferably senior 2nd/3rd/4th years students.

Send your curriculum vitae and motivational letter to news.madibazradio@mandela.ac.za