

Job Description
News Department

Position: News Reader/Anchor & Compiler

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.

C: KEY AREAS OF RESPONSIBILITY

- Have a command of the language policy of the station
- Arrive in good 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 with regard to 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 is required.

Send your CV and Demo to; programming.madibazradio@mandela.ac.za