

Job Details			
Job Title:	Programs Director	Job Grade:	
Department:	Radio	Section:	Programming
Reports To:	General Manager	Supervises:	
Location:	Kigali	Last Revision:	January 2023
Job Purpose			
Ensure that presenters deliver shows that are appealing to the targets audience by effectively producing radio shows that grow audiences and generate revenue			
Primary Tasks / Responsibilities			
Produce daily radio shows to grow audiences and generate revenue by; • Researching on current events/affairs relevant to the target audience • Creating saleable segments for the respective shows • Preparing and writing scripts that will guide the presenters • Prepping the presenters before going on air • Conducting daily on air review of the shows • Conducting on air interviews with clients Produce and present shows assigned to keep the audiences engaged and informed by; • Researching on relevant Political topics • Drawing the show script • Rehearsing for on air delivery • Gather content e.g. vox pox, interviews where applicable. • Identify, prep and host guest on the show. Participate in managing the day to day operations of the programming section to ensure compliance and smooth work processes by; • Supervising performance of presenters on a daily • Holding weekly air check meetings with presenters • Submitting weekly programming reports to the station manager • Holding monthly one on one meetings with presenters • Monitoring the radio's signal and broadcasts on a daily basis. • Coordinate with the traffic controller to ensure all talk shows are paid for and interviews approved.			
Education and Professional Qualifications			
Diploma in Mass Communication/Journalism			
Working Experience			
At least 3 years in a competitive Radio/TV content development environment			
Skills, Knowledge and Abilities			
Technical Have a good eye for saleable content Broadcast software; cool edit, adobe audition, imediatouch, jazzler, RCS, news boss Proficient in the use of Microsoft packages			

Proficient in written and spoken Kinyarwanda and English
Basic knowledge of broadcast equipment
Hosting/on air delivery – added advantage

Behavioral

Excellent Leadership/people management skills
High Integrity
Excellent communicational, organizational, analytical and planning skills
Results oriented
Creative and innovative thinking
Quick decision making and judgment
Work under minimal supervision
Ability to deliver under tight deadlines

Signatures

Name of Job Holder:	Signature:	Date:
Name of Supervisor:	Signature:	Date:

88.3 CITY RADIO INSHUTI YABOSE

EXCELLENT JOB OPPORTUNITIES

The New City Radio is looking for qualified individuals to fill the following positions;

1. Corporate Sales Manager.
2. Sales Executive.
3. Programs Director.

The detailed job description showing the key duties and responsibilities, qualifications, experience and competences required for the role can be found on the website.www.igihe.com.

If you are qualified with at least 2 years experience and interested in joining the New City Radio, provide a cover letter expressing interest in the job, detailed CV, names, addresses and phone contacts of three professional referees, copies of the relevant academic professional certificates and hand deliver the application to the reception of City Radio Offices located at KN84 Street Number 3 3rd Floor DORONA house. Above Unguka Bank.

For any further inquiries, contact 0788-304596

Closing date for receiving applications is 13th January 2023.