



Role: Programmes Officer
Organisation: St. Ives Communication
Reports to: Managing Director

JOB DESCRIPTION

PROGRAMMES OFFICER

Is an anchor or presenter with presentation, production and news duties as stated below.

(a) PRESENTATION DUTIES

- Anchors, interviews & moderates all forms of programmes both live & recorded from news & current affairs, business, political, entertainment, sports, news and weather reports.
- Anchors red carpets events.
- Generates and researches programme ideas.
- Develops content and sources for programme materials.

(b) NEWS DUTIES

- Anchors and reads news bulletin.
- Sources for all news material, edits and produces news bulletin
- Information analysis on newsworthy items and write news stories.
- Presents materials prepared for a news programme, interviews experts about various aspects of breaking news stories, provide improvised commentary both by self and under the supervision of a producer through earphone or talkback.
- Receives assignment and evaluates news leads and news tips to develop story idea.
- Gathers and verifies factual information regarding story through interview, observation and research.
- Live reports from location of events.
- Transmit information to news writer for story writing.
- Correspondence on all areas of news sports, political, economic, business, legal, local, national and foreign.

(c) PRODUCTION DUTIES

- Creates and generates programme contents and ideas.
- Sources for materials, guests, music etc
- Records and edits for final production
- Script writing, edits and links
- Voice overs for jingles and promos.

- Operates live and talk back studio control boards.
- Keeps accurate logs.
- Attends weekly editorial meetings on post production and postmortem of programmes.

REQUIRED KNOWLEDGE & QUALIFICATION FOR PROGRAMMES OFFICER

- Excellent understanding and knowledge of the English language both in speaking and writing.
- Excellent pronunciation of English words.
- Good knowledge of other Nigerian languages
- Excellent pronunciation of names of persons, places and things
- Ability to apply pronunciation from Daniel jones dictionary.
- Likeable persona. Eye for detail. Nose for accurate information. Zeal for investigation.
- Good knowledge of current affairs: political, economic, business, socio, Nigeria, Africa and world.
- Excellent interviewing skills.
- Ability to anchor impromptu discussions and interviews.
- Ability to follow up on questions during interviews.
- Good listening skills.
- Ability to generate news content.
- Ability to generate programmes ideas and content development.
- Good research skills and ability to research programmes and guests
- Good creativity skills.
- Good Script writing skills.
- Good use of social media platforms.
- Good IT skills especially word and excel and customized packages.
- Knowledge of Clyde systems.
- Good knowledge of NBC code & requirements
- A university, polytechnic degree with media background.

APPLY TO: Qualified candidates should send their resumes to - hr@wfm917.com on or before 6.pm on Friday April 25, 2022. The email subject should read "Radio Presenter, Application"