



JOB OPPORTUNITY

The Independent Broadcasting Authority (IBA) is inviting applications for the Ten (10) positions namely the Manager Licensing and Compliance, Manager Human Resource and Administration, Manager Technical Inspections, Legal Counsel, Accountant, Internal Auditor, Standards and Consumer Affairs Officer, Inspector Licensing and Compliance, Technician, and Driver, the details for each position are given here below:

Job Title: Manager Licensing and Compliance (IBA/03)

Qualifications / Experience

- Grade 12 Certificate with five credits or better, including English and Mathematics.
- Bachelor of Mass Communication/Journalism/Law.
- A Master's Degree in Mass Communication, Journalism, Law, will be an added advantage.
- At least three (3) years' experience at senior level management.
- Sound knowledge and skill in Media Law and Computer software.
- Must have skills in designing of Magazines, News Letters, News Articles, Annual Reports, Strategic Plan and other necessary documents.
- Aged between 30 - 45 years.

Main duties: (Principal Accountabilities)

- To manage effectively the issuance, renewal and revocation of broadcasting licences in order to facilitate the establishment and Legal operation of broadcasting houses.
- To manage effectively and efficiently inspection of broadcast content of Licenced broadcast houses in order to ensure compliance with statutory provisions.

- To manage effectively the enforcement of advertising and compliance to broadcasting licensing categories.
- To manage effectively the enforcement of local content standards in order to promote media diversity.
- To monitor emerging issues, Broadcasting Standards and support the Authority on formulating an acceptable international standard and engage the staff of Broadcasting Houses/Bodies on the same.
- To develop effective compliance strategies and manage the enforcement of advertising and sponsorship regulations in order to promote ethical broadcasting licencing categories.
- To undertake investigations related to non-compliance, identify issues and seek to resolve problems in a timely manner in line with regulatory requirements.
- To conduct regulation and enforcement activities of all broadcasting houses to ensure compliance to the laid down rules.
- To evaluate compliance systems and ensuring adequate remedial measures are in place as well as conducting internal reviews and audits on the compliance and licencing policies.
- To provide advice to senior Management on the implementation of standards and compliance activities.
- To develop standards and compliance strategies as well as organise and manage urban and community watch groups.
- To interpret and apply standards and compliance requirements for various broadcasting houses.
- To prepare reports pertaining to operations of the Section on Monthly and Quarterly basis.
- To undertake any other duties assigned to the officer which are job related.

ATTRIBUTES

- Ability to manage a Team of officers in the Section of the Department.
- Ability to work in an environment that practices open door policy.
- Ability to work with licensees objectively without being personal.
- Ability to solve problems in an innovative manner.
- Ability to handle confidential matters.
- Ability to follow protocol in the office and in the field when carrying out monitoring and inspections.
- Ability to dress formally on all working days unless advised otherwise.
- Ability to handle regulation matters from an economic point of view.
- Ability to handle all office work transparently.
- Have managerial skill to manage the Team that will be reporting to him/her.
- Self-driven in carrying out official tasks.
- Good planning and implementation/execution of the agreed strategies.
- Ability to motivate staff without monetary gain.

Reporting to: Director Standards, Licensing and Compliance

Job Title: Manager Technical Inspections (IBA/03)

Qualifications / Experience

- Grade 12 Certificate with five credits or better, including English and Mathematics.
- Bachelor of Engineering (Electronics or Electrical Engineering), Bachelor of Computer Science, Computer Engineering or Information Technology.
- A Master's in Electronics/Electrical, ICT, Computer Science or Information Technology is an added advantage.
- At least three (3) years' experience at senior management level.
- Sound knowledge and skill in Computer software.
- Registered member of the Engineering Institute of Zambia.
- Aged between 30 to 45 years.

Main duties: (Principal Accountabilities)

- To manage effectively the inspection of broadcasting equipment and facilities in order to facilitate the issuance or revocation of broadcasting Licences.
- To manage effectively the maintenance of a frequency plan in order to facilitate the allocation of available frequencies to deserving applicants.
- To manage effectively the monitoring of the utilisation of frequencies and coverage areas by licenced broadcasting houses to ensure compliance with licence provisions.
- To manage periodically the review of standards for broadcasting equipment in order to ensure compliance with international standards and the requirements of the local market.
- To undertake any other duties assigned to the officer which are job related.

ATTRIBUTES

- Ability to manage a Team of officers in the Section of the Department.
- Ability to work in an environment that practices open door policy.
- Ability to work with licensees objectively without being personal.
- Ability to solve problems in an innovative manner.
- Ability to handle confidential matters.
- Ability to follow protocol in the office and in the field when carrying out monitoring and inspections.
- Ability to dress formally on all working days unless advised otherwise.
- Ability to handle regulation matters from an economic point of view.
- Ability to handle all office work transparently.

- Have managerial skill to manage the Team that will be reporting to him/her.
- Self-driven in carrying out official tasks.
- Good planning and implementation/execution of the agreed strategies.
- Ability to motivate staff without monetary gain.

Reporting to: Director Standards, Licensing and Compliance

Job Title: Manager Human Resource and Administration (IBA/03)

Qualifications / Experience

- Grade 12 Certificate with five credits or better, including English, Mathematics.
- Bachelor of Human Resource/Public Administration.
- At least three (3) years' experience at senior level management.
- Member of the Zambia Institute of Human Resource Management (ZIHRM)
- Sound knowledge and skill in the Human Resource and Administration related computer software.
- Aged between 30-45 years.

Main duties: (Principal Accountabilities)

- To manage effectively recruitment and placement of skilled personnel in order to fill staff establishment and facilitate the operations of the Authority.
- To supervise and undertake timely interpretation of Terms and Conditions of Service in order to facilitate the smooth operation of the Authority.
- To manage effectively the maintenance and updating of the staff payroll and establishment of the Authority in order to facilitate payment of salaries and allowances.
- To coordinate timely the compilation of individual Annual Performance Appraisal in the Authority in order to facilitate the assessment of job performance.
- To co-ordinate effectively training needs Analysis in order to facilitate preparation of the training plan.
- To undertake any other duties assigned to the officer which are job related.

ATTRIBUTES

- Ability to manage a Team of officers at Independent Broadcasting Authority (IBA).
- Ability to work in an environment that practices open door policy.
- Ability to work with licensees objectively without being personal.
- Ability to solve problems in an innovative manner.
- Ability to handle confidential matters.

- Ability to follow protocol in the office and in the field when carrying out monitoring and inspections.
- Ability to dress formally on all working days unless advised otherwise.
- Ability to handle Human Resource and Administration matters from an economic point of view.
- Ability to handle all office work transparently.
- Have managerial skill to manage the Team that will be reporting to him/her.
- Self-driven in carrying out official tasks.
- Good planning and implementation/execution of the agreed strategies.
- Ability to motivate staff without monetary gain.

Reporting to: Director Human Resource and Administration

Job Title: Legal Counsel (IBA/03)

Qualifications / Experience

- Grade 12 Certificate with five credits or better, including English and Mathematics.
- Bachelor of Laws.
- A Master's Degree in Law will be an added advantage.
- Affiliate to Law Association of Zambia (LAZ).
- Advocate of the High Court in Zambia (HCZ).
- Sound knowledge and skill in Media Law and Computer software.
- Age between of 30 - 45 years.

Main duties: (Principal Accountabilities)

- To draft contracts on behalf of the Authority in order to facilitate transactions of the Authority effectively.
- To provide effectively legal advice in order to facilitate the operations of the Authority in accordance with the existing pieces of legislation.
- To undertake effectively litigations on behalf of the Authority in order to realise the interests of the organisation.
- To develop effectively the work plans for the Section.
- To take notes in Board Meetings and prepare Board Minutes.
- To undertake any other duties assigned to the officer which are job related.

Attributes:

- Ability to work in an environment that practices open door policy.
- Ability to work with clients objectively without being personal.
- Ability to solve problems in an innovative manner.

- Ability to handle confidential matters.
- Ability to follow protocol in the office and in the field when carrying out the Authority's duties and tasks.
- Ability to dress formally on all working days unless advised otherwise.
- Ability to handle regulation matters from an economic point of view.
- Ability to handle all office work transparently.
- Self-driven in carrying out official tasks.
- Good planning and implementation/execution of the agreed strategies.

Reporting to: The Director General

Job Title: Accountant (IBA 05)

Qualifications / Experience

- Grade 12 Certificate with five credits or better, including Mathematics and English.
- Bachelor's Degree in Accountancy
- Full ACCA/ full CIMA/ full ACA or equivalent will be added advantage.
- 3 years' experience in Accounts.
- Member of ZICA.
- Aged between 25 – 40 years.
- Knowledge and skill in accounting packages covering Pastel Accounting (Sage evolution).

Main duties: (Principal Accountabilities)

- To maintain accountable documents and records in order to facilitate easy access.
- To undertake timely and accurate consolidation of budget estimates in order to facilitate mobilization of financial resources.
- To prepare timely and effectively Management Accounts reports in order to facilitate decision making.
- To analyse effectively cost control measures in order to enhance value for money.
- To implement approved financial plans, policies and monitor their effectiveness in terms of meeting the financial requirements of the organisation.
- To review financial systems, regulations and accounting systems to determine their effectiveness.
- To set up relevant financial and accounting systems for the Authority.
- To maintain accountable documents and records in order to facilitate easy access.

- To prepare a consolidated annual budget for the attention of the Supervisor by monitoring income and expenditure to ensure that funds are spent according to the plan.
- To prepare Management Accounts reports in order to facilitate decision making in a timely and effective manner.
- To analyse effectively cost control measures in order to enhance value for money.
- To facilitate the administration of insurance policies to ensure all insurable costs are adequately covered to safeguard the Authority's interests.
- Ensure all payrolls are processed timely, accurately and in accordance with tax laws and submit final payrolls to the bank.
- To ensure that all statutory obligations such as PAYE, VAT, NAPSA are adhered to.
- To participate in internal and external audits with accounting documents as requested and provide explanations for audit queries.
- To perform the Treasury functions, monitor and control movement of cash in order to ensure conformity to the Authority's policy and procedures.
- To submit monthly managed accounts to the Manager Finance for information, planning and action.
- To undertake any other duties assigned to the officer which are job related.

ATTRIBUTES

- Ability to manage a Team of officers in the Section of the Department.
- Ability to work in an environment that practices open door policy.
- Ability to work with licensees objectively without being personal.
- Ability to solve problems in an innovative manner.
- Ability to handle confidential matters.
- Ability to follow protocol in performing all official duties.
- Ability to dress formally on all working days unless advised otherwise.
- Ability to handle regulation matters from an economic point of view.
- Ability to handle all office work transparently.
- Have managerial skill to manage the Team that will be reporting to him/her.
- Self-driven in carrying out official tasks.
- Good planning and implementation/execution of the agreed strategies.
- Ability to motivate staff without monetary gain.

Reporting to: The Manager Finance

Job Title: Internal Auditor (IBA 05)

Qualifications / Experience

- Grade 12 Certificate with five credits or better, including Mathematics and English
- Bachelor's Degree in Accountancy.
- Full ACCA/ CIMA or equivalent is an added advantage.
- 3 years' experience in dealing with audits.
- Member of ZICA and any other recognised organisation.
- Sound knowledge and skill in audit related computer software.
- Aged between 25 - 40 years.

Main duties: (Principal Accountabilities)

- To maintain timely preparation and submission of Internal Audit report findings for efficient decision making.
- To undertake timely implementation of Audit Work Plans and programmes in order to ensure adherence to audit controls.
- To develop the Internal Audit charter of the organisation in line with the international standards.
- To provide to the Board of Directors and Senior Management an opinion on the adequacy, effectiveness and efficiency of the internal controls in the organisation.
- To develop and implement internal audit programs.
- To prepare and keep reviewing the standard audit procedures manual for guiding Internal Audit staff in the conduct of audit assignments.
- To prepare the Annual audit plan, involving the assignment of risk factors to auditable units and then prepare a risk matrix that will rank risks according to security, with the aim to prioritise audit assignments for the auditable units in the audit plan.
- To determine the audit strategy of the Authority after obtaining more knowledge about the auditable units of the organisation and understanding

their systems and risk profiles, determining the audit strategy or other audit strategies that may be deemed necessary.

- To discuss audit findings and recommendations with Directors and line Managers. Later report significant issues to Senior Management and Board of Directors.
- To send out audit reports to the respective Heads of Departments after review process and obtain responses to audit findings. Follow up of audit recommendations after a prescribed period has lapsed to verify whether the recommendations have been implemented.
- To review draft audit reports and audit working papers prepared by Audit Staff after completion of Audit field work.
- To assess recommendations made to remedy any problems identified in the audit findings.
- To prepare and submit monthly audit reports that describe the activities of a department on a particular month in a timely and efficient manner for efficient decision making.
- To prepare the quarterly report for each unit and a Board paper for presentation to the Board of Directors.
- To ensure that Internal Audit as a Department is involved in the annual inventory count by observing the stock count procedures before, during and after the stock count.
- To carry out assignments of an investigative nature when called upon and provide advice on the management of risk, in collaboration with Legal Counsel whenever necessary.
- To prepare financial requirements and annual budget for the Unit.
- To undertake any other duties assigned to the officer which are job related.

ATTRIBUTES

- Ability to manage a Team of officers in the Section of the Department.
- Ability to work in an environment that practices open door policy.
- Ability to work with licensees objectively without being personal.
- Ability to solve problems in an innovative manner.
- Ability to handle confidential matters.

- Ability to follow protocol in the office and in the field when carrying out monitoring and inspections.
- Ability to dress formally on all working days unless advised otherwise.
- Ability to handle regulation matters from an economic point of view.
- Ability to handle all office work transparently.
- Have managerial skills to manage the Team that will be reporting to the Internal Auditor.
- Self-driven in carrying out official tasks.
- Good planning and implementation/execution of the agreed strategies.
- Ability to motivate staff without monetary gain.

Reporting to: The Director General

Job Title: Standards and Consumer Affairs Officer (IBA/05)

Qualification /Experience

- Grade 12 certificate with five credits or better, including Mathematics and English.
- Bachelor of Mass Communication or Journalism.
- A Master's Degree in Mass Communication or Journalism will be an added advantage.
- Sound knowledge of computer software including skill in designing.
- Aged between 25 - 40 years.

Main Duties (Principal Accountabilities)

- To undertake timely and accurately preparation and issuance of publications in order to update the Public on the operation of the Institution.
- To undertake timely and accurately preparation and issuance of press releases in order to update the public on operations of the Institution.
- To undertake effectively investigation and respond to public complaints on broadcasting services in order to ensure compliance with media standards.
- To undertake effectively the development of advertising and sponsorship standards in order to promote ethical broadcasting and categorisation of licence holders.
- To undertake effectively the development of programming standards in order to ensure appropriate programming.
- To undertake effectively the development and review of standards for local content in order to promote relevance to broadcasting to the local community.

- To carry out timely and accurate preparation of responses to press and public queries in order to state the Authority's position on topical issues.
- To undertake any other duties assigned to the officer which are job related.

Attributes

- Ability to work in an environment that practices open door policy.
- Ability to work with licensees objectively without being personal.
- Ability to solve problems in an innovative manner.
- Ability to handle confidential matters.
- Ability to follow protocol in the office and in the field when carrying out monitoring and inspections.
- Should be able to dress formally on all working days unless advised otherwise.
- Ability to handle regulation matters from an economic point of view.
- Ability to handle all office work transparently.
- Self-driven in carrying out official tasks
- Good planning and implementation/execution of the agreed strategies.

Job Title: Inspector – Licensing and Compliance (IBA/05)

Qualification /Experience

- Grade 12 certificate with five credits or better, including Mathematics and English.
- Bachelor of Mass Communication or Journalism.
- A Master's Degree in Mass Communication or Journalism will be an added advantage.
- Sound knowledge and skill in Media Law and Computer software.
- Aged between 25 - 40 years.

Main Duties (Principal Accountabilities)

- To undertake effectively and efficiently inspection of content and programming of broadcasting houses in order to ensure compliance with statutory provisions.
- To undertake effectively the monitoring of compliance with advertising and sponsorship regulative in order to promote ethical broadcasting and compliance to broadcast licencing categories.

- To undertake effectively the monitoring of local content in broadcaster's programming in order to ensure compliance to local content requirements is achieved.
- To undertake designs of Calendars and Reports covering, Annual Reports, Strategic Plan, News Letters and others.
- To undertake any other duties assigned to the officer which is job related.

Attributes

- Ability to work in an environment that practices open door policy.
- Ability to work with licensees objectively without being personal.
- Ability to solve problems in an innovative manner.
- Ability to handle confidential matters.
- Ability to follow protocol in the office and in the field when carrying out monitoring and inspections.
- Should be able to dress formally on all working days unless advised otherwise.
- Ability to handle regulation matters from an economic point of view.
- Ability to handle all office work transparently.
- Self-driven in carrying out official tasks
- Good planning and implementation/execution of the agreed strategies.

Job Title: Technician (IBA/07)

Qualification /Experience

- Grade 12 certificate with five credits or better, including Mathematics and English.
- Diploma in Electronics/Electrical Engineering, Computer Science, Information Technology or equivalent.
- A Bachelor's Degree in Electronics/Electrical, Computer Science, Computer Engineering or Information Technology will be an added advantage.
- Sound knowledge of computer software including skill in designing.
- Aged between 25 - 35 years.
- Sound knowledge and skill in computer software.

Main Duties (Principal Accountabilities)

- To undertake effectively the inspection of broadcasting equipment and facilities in order to facilitate the issuance and revocation of broadcasting Licences.
- To undertake effectively the monitoring of the utilisation of frequencies by licensed broadcasting houses to ensure compliance with licence provisions.
- To undertake any other duties assigned to the officer which are job related.

ATTRIBUTES

- Ability to work in an environment that practices open door policy.
- Ability to work with licensees objectively without being personal.
- Ability to solve problems in an innovative manner.
- Ability to handle confidential matters.
- Ability to follow protocol in the office and in the field when carrying out monitoring and inspections.
- Ability to dress formally on all working days unless advised otherwise.
- Ability to handle regulation matters from an economic point of view.
- Ability to handle all office work transparently.
- Self-driven in carrying out official tasks.
- Good planning and implementation/execution of the agreed strategies.

Reporting to: Engineer

Job Title: Driver (IBA/11)

Qualification /Experience

- Grade twelve full certificate with at least a credit in English and four passes including mathematics.
- Basic mechanics is an added advantage.
- Minimum of five (5) years experience in driving.
- Aged between 25 - 35 years.
- Minimum class C.

Main duties: (Principal Accountabilities)

- To drive safely and regularly the Authorities vehicles on official business in order to facilitate attainment of objectives.
- To prepare timely accident reports in order to facilitate decision making.
- To update timely and accurately log books in order to enhance accountability of journeys.
- To check regularly vehicles in order to ascertain the road worthiness.

- To ensure vehicles are parked in the right place at the right time.
- To undertake any other duties assigned to the officer which are job related.

Reporting to: Administrative Officer

Please note that the persons desiring to fill any of the Ten (10) positions should be self-motivated individuals able to apply relevant skills and exercise professional judgement in carrying out their roles relating to the job title.

Three traceable references will be required. (The reference MUST have no political affiliation).

The grade twelve (12) certificate MUST be certified by Examination Council of Zambia (ECZ) ONLY.

Mark your application envelope with the position being applied for e.g "Manager – Licensing and Compliance".

ALL APPLICATIONS SHOULD BE MARKED "APPLICATION LETTER" on the front cover of the envelope.

The closing date for this advert is 31st January, 2020.

Applications should be addressed to:

The Director General

The Independent Broadcasting Authority (IBA)

Mass Media Complex

Alick Nkhata Road

P O Box 32475

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ZAMBIA