



JOB OPPORTUNITY

The Independent Broadcasting Authority (IBA) is a statutory body under the Ministry of Information and Media, established under the IBA Act No. 17 of 2002, as amended in 2010 and 2017. The principal mandate of the IBA is to regulate the broadcasting sector in Zambia.

In its quest to deliver on its mandate, the IBA now invites applications from suitably qualified individuals to fill the position of Director General (IBA 01).

Reporting to the Board of Directors, the Chief Executive Officer will be on a fixed three (3) year performance –based Contract with an overarching responsibility of providing strategic direction and leadership to the Independent Broadcasting Authority. The Contract may be renewed once on the basis of performance.

1. IDENTIFICATION SECTION

JOB TITLE	Director General (Chief Executive Officer)
JOB GRADE	IBA 01
DIVISION	CEO's Executive Office
DEPARTMENT	CEO's Office
REPORTS TO	Board Chairperson
DIRECT REPORTS	<ul style="list-style-type: none"> ● Director HRA IBA 02 ● Director Licensing and Compliance IBA 02 ● Manager Finance IBA 03 ● Manager Standards and Consumer Affair IBA 03 ● Legal Counsel IBA 03 ● Internal Auditor IBA 05 ● Head Procurement and Supplies IBA 05

2. JOB PURPOSE

Provide overall management and leadership to the organization and ensure that Board policies are carried out through the implementation and review of appropriate strategies in order to facilitate the development of the broadcasting industries.

3. KEY RESPONSIBILITIES:

No	Accountabilities	Key Result Areas
1	Direct the development and implementation of effective comprehensive strategic plans, and objectives to ensure the Authority conducts its business within the provisions mandated by the Board, and in line with its Mission.	Strategic Planning
2	Lead in the formulation of the Authority's policies and operating guide lines in order to ensure that that IBA grows and operate within the mandate given by the Authority.	Policy Formulation
3	Implement the Board's various recommendations in order to ensure that they are professionally and expeditiously undertaken and provide advisory services to the Board in order to keep the Board well informed about the Authority's activities and improvements.	Board resolutions, conveyances and implementation of Board resolutions...
4	Manage effectively the issuance, renewal, and revocation of broadcasting licences in order to facilitate the legal operation of broadcasting houses.	Licensing Management
5	Provide effectively and efficiently leadership in the inspection of the premises, equipment and broadcast content of licensed broadcast houses in order to ensure compliance with statutory provisions.	Inspection
6	Develop systems aimed at coordinating the development of codes of practice for broadcast houses in order to facilitate the promotion of ethical broadcasting.	Codes of Practice
7	Oversees effectively the receipt and investigation of public complaints concerning broadcasting services in order to facilitate implementation of appropriate interventions.	Public Complaints
8	Develop Board Charter and ensure that Board members are trained in Corporate Governance	Strengthen good corporate governance
9	Manages effectively both internal and external communication among Board Members, Members of staff and stakeholders.	Staff and stakeholders management..
10	Perform effectively all the duties of Board Secretary to the Independent Broadcasting Authority Board in order to facilitate the operation of the Board.	Board Functions
11	Consolidate, produce and submit management and adhoc reports to the Board on the performance of the Authority. Project a positive image of the Authority to the public, and is the Authority's spokesperson.	Board / Management Reports
12	Manages effectively, staff, financial and other resources in order to achieve the Authority's corporate objectives.	Management of resources.

No	Accountabilities	Key Result Areas
13	Ensure the financial integrity and availability of sufficient financial resources for funding requirements and the production of timely financial and corporate information.	Financial Integrity
14	Develop systems aimed at ensuring that internal audit programs are developed, implemented and reviewed on a regular basis.	Internal audit programs
15	Develop systems aimed at ensuring that the service charter is developed, implemented and reviewed on a regular basis.	Service charter produced.
16	Develop systems aimed at ensuring that comprehensive Financial and Procurement Manuals are developed, implemented and reviewed regularly.	Financial and Procurement Manual Produced.
17	Provide overall leadership and support for information technologies to enhance realization of corporate objectives and goals in a rapidly changing independent broadcasting environment.	Information Technology enhanced.
18	Develop systems to identify risks that the institution faces, systems and procedural weaknesses, and manages Risk Coordinator and Risk Champions.	Risk Management
19	Supervises the preparation of the risk management budget to ensure sufficient allocation of resources critical for the implementation of the risk management strategy in a timely manner.	Risk Management Planning and Budgeting
20	Initiates and Coordinates Resource Mobilisation to enhance the resource envelope for the Independent Broadcasting Authority	Resource Mobilization.
21.	Initiates the plans for generating ideas to raise funds to purchase land where IBA offices could be developed and built.	Office accommodation sought.
22.	Monitors and controls the staff management and staff development as he/she over sees the retention and supervision of staff at all levels.	Human capital management.
23	Monitors the development and updating of the IBA website.	Website management.
24.	Performs such other duties as assigned by the Board.	General

4. ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE:

a) Professional Qualification:

- Bachelor's degree in Mass Communication/Journalism/Business Administration/Public administration/Law or its equivalent from recognised University/Institution.
- Master's degree in Mass Communication/Journalism/Business Administration/Public administration/Law or equivalent from a recognised University/Institution.
- Member of a relevant Professional Body.

b) Minimum Relevant Work Experience:

- 10 years' post qualification work experience at senior management level in equivalent broadcasting organizations or subsidiary set-ups;
- In-depth understanding of the broadcasting sector and related institutions;
- Demonstrable experience around change management, business transformation, public sector management, broadcasting sector restructuring and organizational culture transformation;
- Experience in mobilising resources through strategic partnership with Development Fund Institutions (DFIs), donor community, Licensees, equity houses and the private sector.
- Excellent commercial and business acumen and sound understanding of the Zambian broadcasting sector.

c) Skill Specifications:

- Good and proven leadership skills;
- Relationship building and stakeholder management;
- Excellent communication skills, oral, written and presentational;
- Analytical and problem –solving skills with excellent financial analysis skills;
- Good interpersonal skills;
- Team player who does not trust himself only, he/she allows other staff play their role.
- Team builder and believes all stakeholders' contributions are necessary; and
- Proactive and ability to see the “bigger picture”.

d) Personal Attributes:

- High standards of integrity and morality;
- High levels of interest and support of gender and equality;
- Willing to learn new things and skills;
- Passionate about setting high standards of excellence;
- Reliable and trustworthy person; and
- A driver of the vision of Independent Broadcasting Authority.

5. WORKING CONDITIONS:

- Office work environment.
- Use of computers and other office equipment.
- Concentration and analysis.
- Time keeper while managing tight deadlines.
- Involves dealing with political Office holders.
- Involves dealing with a lot of Licensees scattered in the ten (10) regions of Zambia.
- Involves local institutions and international institutions in the broadcasting sector.
- Stressful, may require work-life balance.

The closing date for receiving applications is 10th November, 2023.

Mark your application envelope with the position being applied for, Example “Director General”.

Applications should be addressed to: delivered and placed in the Tender Box at the IBA Offices to:

The Chairperson,

Independent Broadcasting Authority Board
The Independent Broadcasting Authority (IBA)
Mass Media Complex
Alick Nkhata Road
P. O. Box 32475
LUSAKA
ZAMBIA

**Applications can be sent by mail to the above address or hand delivered and placed in the Tender Box at the IBA Offices or sent via Email:
boardchairperson@iba.org.zm**