



POSITION DESCRIPTION

1. POSITION SUMMARY

Position Title : Head of Radio
Tenure Status : Contract
Department : ABU Programming
Location : Kuala Lumpur, Malaysia

2. THE ABU PROGRAMME DEPARTMENT

ABU is an international broadcasters' organisation that concentrates on providing advisory and support services to over 280 broadcasters in 69 countries in the Asia-Pacific region. The Secretariat is based in Kuala Lumpur, Malaysia. The mission of the Programme Department include initiating and coordinating international co-productions, conferences, premium content exchange, music exchange, programme festivals and contests, workshops, capacity building and advisory services for ABU members.

3. DEPARTMENT RESOURCES

The Programme Department is headed by a Director who is currently supported by a team of 6 staff members: Head of Radio, Head of TV, Senior Producer, Project Manager New Media, Assistant and Team Assistant.

4. JOB SUMMARY

Head of Radio's main responsibility is to develop and implement various programme activities, especially for radio, including but not restricted to organising ABU Prizes, RadioAsia Conference, Media 2020 Conference, ABU Radio Song Festival, ABU Music Exchange (AMX), co-productions, workshops on radio programming and advisory services to members among other things. S/He is also expected to initiate new activities for radio members which are beneficial to them. The successful candidate should also preferably be well versed in the principles and application of digital/social media practices. The candidate should have a good understanding of the media industry overall, particularly radio. S/He will be responsible for leading the radio activities and also be a part of the initiatives undertaken by the

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Website: <http://www.abu.org.my>

Union. Certain editorial services in relation to the department's activities will also be expected. Together with the Director and in collaboration with ABU members S/He will be a part of the team to define the future strategy of the department, serving the interest of the ABU members and promoting ABU views and positions.

5. DUTIES AND RESPONSIBILITIES ICLUDE:

- a) Handling and managing audio programme/music exchange among ABU members.
- b) Organising seminars and workshops on radio programme development and production.
- c) Planning and managing co-production projects among ABU radio members.
- d) Planning and organizing radio categories of the annual ABU Prizes.
- e) Administrative and logistical work for meetings related to radio activities organised by Programme Department, including preparation of agendas, documents, minutes and reports.
- f) Taking action on decisions of the General Assembly, Administrative Council and Programme Committee and necessary follow-up action.
- g) Maintaining contact with Liaison Officers in ABU member organisations on radio programming matters.
- h) Maintaining contact with international organisations and with sister broadcasting unions on radio programme matters.
- i) Contributing articles to ABU News on radio programme activities.
- j) Such duties as may be assigned by Director of the Programme Department or the ABU Secretary General.

6. REPORTING RELATIONSHIP

Reports to: Director of ABU Programming

Works with the rest of the department staff and collaborate with the other departments.

7. QUALIFICATIONS AND EXPERIENCE

The ideal candidate will have:

- ✓ At least 10 years' work experience in broadcasting or related industry, including in managerial position.
- ✓ Proficiency in English, both spoken and written.
- ✓ Knowledge of media trends, especially in the radio industry.

- ✓ University or higher education degree

Additional experience in the below areas is an advantage

- ✓ Working in multi-cultural environment.
- ✓ Radio programme production, including internet, social media etc.
- ✓ Organising conferences, seminars, events or workshops.
- ✓ Knowledge of content sales/marketing.

8. DOCUMENT CONTROL

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