

Radio Sagarmatha is a FM radio stations in Kathmandu Valley of Nepal. Established in May 1997, Radio Sagarmatha is the first independent community radio broadcasting station in South Asia.

#### REQUIRED POSITIONS:

- Marketing Officer - 1
- Executive Secretary and Administrative Officer - 1

#### **1. Marketing Officer**

The Marketing Officer manages the Radio Sagarmatha,s marketing both internally and externally and plays a key part in communicating the organizations marketing Activities.

#### **Duties of the Marketing Officer include:**

- Preparing, planning and project managing the all material to maximize promotion to Targeted Fund Donors, INGOs NGOs and other Civil society originations.
- Creating marketing campaigns for partners and donors and working with the external PR and communication personal to see them executed.
- Creating and developing new innovative ways to communicate the Possible Clint's message to their existing external communication and outreach strategy.
- Contributing to the annual sales and marketing plan.
- Planning and project managing marketing events and evaluating their success.
- Evaluating the effectiveness of all marketing activity.
- Developing and implementing an internal marketing programme.
- Supporting the marketing manager in day to day marketing activities.
- Plan, develop and deliver campaigns as agreed within timescales.
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- Marketing Officer Previous experience in a similar marketing role.
- Ideally a Bachelor in marketing although not essential.
- Strong and confident communicator in Nepali and English.
- Excellent copywriting skills and experience.
- Design skills including Radio and web design.

#### **2. Executive Secretary and Administrative Officer**

The Executive Secretary and Administrative Officer Assist to Station Manager, manages the Radio Sagarmatha's Human Resource Departments Activities

Duties and Tasks for: "Executive Secretary and Administrative officer"

- 1) Read and analyze incoming memos from Station manager, Marketing head department Heads and producers. Submissions and reports in order to determine their significance and plan their distribution.
- 2) Open, sort, and distribute incoming correspondence, including faxes and email, File and retrieve Radio documents, records, and reports.
- 3) Greet visitors and determine whether they should be given access to specific individuals.
- 4) Prepare responses to creative media persons and other staffs containing routine inquiries.
- 5) Perform general office duties such as ordering office supplies, maintaining records management systems, and performing basic bookkeeping work.
- 6) Assist to Station Manager to prepare agendas and make arrangements for scheduled creative meetings, production meeting, and other meetings, Compile data, and prepare papers for consideration and presentation to Station Manager.
- 7) Coordinate and assist office services, such as records and budget preparation and H R management.
- 8) Interpret administrative and operating policies and procedures for employees with permission of Station manager.

#### Requirements of the role

- Previous experience in a secretarial job.
- Ideally a Bachelor in Management although not essential.
- Strong and confident communicator in Nepali and English.
- Excellent MS office system skills and experience.
- Skills Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Training in Secretarial job.

*Qualified candidates are requested to send their motivation letter, updated CV, detail of experience along with the expected salary at [nefej.vacancy@gmail.com](mailto:nefej.vacancy@gmail.com) no later than 7<sup>th</sup> January 2018.*