

## Vacancy Announcement

Radio Sagarmatha (RS) 102.4 MHz, established in 1997, is the first independent community radio in South Asia operated by Nepal Forum of Environmental Journalists (NEFEJ) to promote public service broadcasting in the country. The station, with 1000 Watt capacity, has 18 hours daily transmission and is based in Bhanimandal, Lalitpur.

Currently, the station is seeking the following positions:

### Station Manager

The Station Manager will oversee the station's entire activities including the programs as well as the administrative, financial and promotional aspects. He/She will be the station's executive head and will work as per the policy directives of NEFEJ and Radio Board.

#### Job responsibilities:

- Supervise and coordinate the daily schedule, staff, workflow, and responsibilities of various wings;
- Train and evaluate employees on a regular basis;
- Report on the activities to the RS board and NEFEJ Executive Team;
- Ensure the quality of news/programs as well as other activities of the station;
- Oversee for the financial activities of the station including fund-raising, proposal writing sales management, marketing, and revenue collection;
- Other works as per need

#### Minimum requirements

- Minimum of a master degree in journalism or a relative discipline;
- Minimum seven years' experience of progressive professional experience in newsroom/ management;
- Possess enough technical knowledge to understand the operation and utilization of equipments available in station;
- Extensive experience in media and mass communication

**Duty Station:** Kathmandu

**Service Duration:** Initially for two years with possibility of extension.

### Program Producer

Radio Sagarmatha is producing a new radio program on matters related to earthquake accountability and reconstruction. Along with Radio Sagarmatha, the weekly program will be featured in the earthquake-affected districts around the country.

#### Job responsibilities:

- Generate and research ideas for the program;
- Develop content, writing material for scripts;
- Source potential contributors and interviewees;
- Select music appropriate to the program, the target audience and the station;
- Hold pre-production briefings for presenters, reporters, technical staff and other contributors;
- Undertake editing and interviewing duties as necessary;
- Manage presenters for both pre-recorded and recorded output;
- Conduct training for the reporters;
- Produce reports incorporating audience feedback and referring on to other departments as necessary

#### Minimum requirements

- Bachelors Degree preferably in mass media, journalism, or related field, and at least 5 years of experience in production/ presentation of radio programs;
- Experience of relevant trainings and management will be counted

**Duty Station:** Kathmandu with frequent field visit.

**Service Duration:** Initially for six months with possibility of extension.

If you are interested in these positions, please send your motivation letter and CV before August 31, 2017 to [nefej.vacancy@gmail.com](mailto:nefej.vacancy@gmail.com). Mention position in the subject line.

Detailed TOR is available on NEFEJ's website: [www.nefej.org.np](http://www.nefej.org.np)