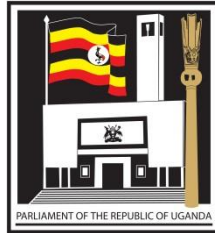


CAREER OPPORTUNITIES



PARLIAMENTARY COMMISSION

Applications are invited from suitably qualified Ugandans to fill the following vacant posts in the Parliamentary Service.

Applicants should attach Curriculum Vitae (CV) and certified copies of their academic/professional certificates and transcripts.

Applications should be addressed to the Secretary, Parliamentary Commission and posted to P.O Box 7178 Kampala; or hand delivered to the Parliamentary Registry – Parliament Buildings, Room 112, 1st Floor, South Wing; not later than **Friday 15th June, 2018; 5:00pm.**

The job posting can also be viewed from the Parliament of Uganda Website: www.parliament.go.ug

Only shortlisted candidates shall be contacted. Please note that any form of lobbying will lead to automatic disqualification.

JOB TITLE : **SENIOR INFORMATION OFFICER - PRODUCER**

SALARY SCALE : **PC3**

TERMS OF SERVICE : **THREE YEAR CONTRACT (RENEWABLE)**

NO. OF VACANCIES : **ONE**

REPORTS TO : **PRINCIPAL INFORMATION OFFICER**

PURPOSE OF THE JOB:

To to ensure radio content for the Parliamentary Radio meets the approved broadcasting standards

REQUIRED QUALIFICATIONS AND WORKING EXPERIENCE

- An Honors Degree in Mass Communication or Journalism with a bias in Broadcasting
- **OR** Bachelors degree **with** Postgraduate Diploma in Mass communication or Journalism
- At least three (3) years working experience in the broadcasting/radio industry

COMPETENCIES

- Ability to use Sound editing programs and equipment like Cool Edit Pro, Pro Tools, Adobe Audition and Imediatouch
- Good command of both spoken and written English
- Creative and innovative
- Good editing skills
- Good problem solving skills
- Excellent leadership skills

KEY RESPONSIBILITIES

1. Generating and researching ideas for programmes
2. Managing the logistics of getting presenters, features writers and equipment together at the right place at the right time
3. Ensuring an archive of audio resources which can be re-used
4. Undertaking the editing of programmes and news scripts as necessary
5. Coordinate the recording and live broadcast of out of studio events.
6. Ensuring compliance to copyrights and media law.
7. Managing audience feedback.
8. Using technology, such as Cool Edit Pro, Pro Tools, Adobe Audition and Imediatouch, for editing and production purposes.
9. Carry out regular air checks for presenters to ensure quality output
10. Responsible for the broadcast work flows
11. Supervise the producer, presenters and feature writers
12. Any other duties as may be assigned.

JOB TITLE : **INFORMATION OFFICER - PRODUCER**

SALARY SCALE : **PC4**

TERMS OF SERVICE : **THREE YEAR CONTRACT (RENEWABLE)**

NO. OF VACANCIES : **ONE**

REPORTS TO : **SENIOR INFORMATION OFFICER**

PURPOSE OF THE JOB:

To to ensure Parliamentary Radio shows are tailored to key audience demographics and run as planned

REQUIRED QUALIFICATIONS AND WORKING EXPERIENCE

- An Honors Degree in Mass Communication or Journalism with a bias in Broadcasting
- **OR** Bachelors degree **with** a Diploma in Mass communication or Journalism

COMPETENCIES

- Good command of both spoken and written English
- Creative and innovative
- Good editing skills
- Ability to use Sound editing programs like Cool Edit Pro, Pro Tools, Adobe Audition and Imediatouch

KEY RESPONSIBILITIES

1. To schedule programmes(traffic)
2. Executing and implementing programmes
3. Developing content, writing material for scripts, bulletins and links
4. Sourcing potential guests for talk show programs
5. Selecting audio content appropriate to the programme, the audience and the station
6. Producing pre-production briefs for presenters, writers, technical staff and other contributors
7. Using technology, such as Cool Edit Pro, Pro Tools and Adobe Audition, for editing and production purposes
8. Selecting entertainment/material appropriate to the program, the audience and station
9. Any other duties as may be assigned.

JOB TITLE : **INFORMATION OFFICER - PRESENTER**

SALARY SCALE : **PC4**

TERMS OF SERVICE : **THREE YEAR CONTRACT (RENEWABLE)**

NO. OF VACANCIES : **TWO**

REPORTS TO : **SENIOR INFORMATION OFFICER**

PURPOSE OF THE JOB:

To present Parliamentary Radio audience with information or entertainment in compliance with the set broadcasting standards

REQUIRED QUALIFICATIONS AND WORKING EXPERIENCE

- An Honors Degree in Music Dance and Drama (MDD); or Mass Communication or Journalism with a bias in Broadcasting
- **OR** Bachelors degree **with** a Diploma in Mass communication or Journalism

COMPETENCIES

- Good command of both spoken and written English
- Creative and innovative
- Excellent public speaking skills
- Ability to entertain listeners and keep them tuned-in

KEY RESPONSIBILITIES

1. Research topics and background information for items to be featured on the programme
2. Plan, prepare and write scripts for shows
3. Present news bulletins or any other news-related updates
4. Host or co-host a programmes, and create/provide links between programmes/items
5. Operate some of the technical equipment for recording and playback
6. Keep the programme running as scheduled, responding positively and quickly to problems or changes and improvise where necessary
7. Regularly plan, assess and review broadcasts
8. Liaise with other members of the production and technical teams
9. Any other duties as may be assigned.

JOB TITLE : **INFORMATION OFFICER – FEATURERS WRITER**

SALARY SCALE : **PC4**

TERMS OF SERVICE : **THREE YEAR CONTRACT (RENEWABLE)**

NO. OF VACANCIES : **TWO**

REPORTS TO : **SENIOR INFORMATION OFFICER**

PURPOSE OF THE JOB:

To generate and analyse information for reporting; and write stories for the Parliamentary Radio.

REQUIRED QUALIFICATIONS AND WORKING EXPERIENCE

- An Honors Degree in Mass Communication or Journalism with a bias in Broadcasting
- **OR** Bachelors degree with a Diploma in Mass communication or Journalism

COMPETENCIES

- Good news writing skills
- Good analytical skills
- Attention to detail

KEY RESPONSIBILITIES

1. Developing subject/story ideas on topical issues
2. To carry out research on topical issues
3. Writing and submitting scripts in conformity with the house style and deadlines
4. Liaise with producers to develop scripts for broadcast
5. Review audio after production and before broadcast
6. Any other duties as may be assigned.