

PROGRAM & PRODUCTION DEPARTMENT

FUNCTIONS

- Produce and broadcast daily programs
- Plan program format and scheduling as per the audience survey recommendations
- Make strategic decisions about program production and scheduling
- Plan and execute program production with the resources available
- Plan program acquisition and co-production

To carry out the above functions the department will have two divisions – Programme & Production Division and Archive & Audience Research Division

GENERAL MANAGER

Responsible to: Managing Director
Supervising: Manager, Programme/Production, Archives/Audience Research
Minimum Qualification: University Degree in relevant field with experience

Responsibilities

- Head of the department
- Supervise, control and coordinate production activities of the divisions
- Responsible for budget and financial implication of the productions
- Coordinate selection and acquisition of programs from external agencies
- Co-ordinate Radio and TV program schedules
- Recommend/ approve annual production plans
- Chair Program Review Committee meeting
- Coordinate co-productions of the ICU
- Formulate long/short term policies, plans and strategies of the department
- Recommend matters relating to staff promotions, recruitment, staff evaluation, inter-department transfers, nominations for trainings, etc
- Member of management committee meeting
- Responsible to the managing director

PROGRAMME & PRODUCTION DIVISION

Manager, Programme & Production Division

Responsible to: General Manager
Supervising : Heads, Radio & TV Programme & Production Sections
Minimum Qualification: University degree in relevant field with experience

Responsibilities

- Overall head of the division
- Responsible for program planning, production, quality and content.
- Maintain proper records of equipment and manpower of the division.
- Plan and recommend program schedules.
- Responsible to the general manager

Head, Radio Programme & Production Section

Responsible to: Manager, Programme & Production Division
Supervising: Producers
Minimum Qualification: University degree in relevant field with experience

Responsibilities

- Responsible for program planning, production, quality and content.
- Maintain proper records of equipment and manpower of the division.
- Plan and recommend program schedules.
- Responsible to the general manager

Producers

Responsible to: Head, Production Section
Supervising: Trainee Producers
Minimum Qualification: University degree

Responsibilities

- Responsible for program production

Head, TV Programme & Production Section

Responsible to: Manager, Programme & Production Division
Supervising: Producers
Minimum Qualification: University Degree in film/ videography

Responsibilities

- Responsible for TV program planning and production
- Responsible for facilitation of producers in the field
- Plan & prepare programme schedule
- Responsible for proper record of equipment and manpower
- Plan and maintain consumables of the TV production staff
- Prepare the budget and the financial implication of the program
- Responsible for ensuring shift duties as per the daily broadcast schedule

Head of Radio Language Sections

- Responsible for program planning, production, quality and content
- Responsible for broadcast of daily news and program in air
- Maintain proper records of equipment and manpower of the section
- Coordinate productions with various program units
- Directly responsible to head of radio division

Head of Program Unit

- Responsible for program planning, production, quality and content
- Maintain proper records of equipment and manpower of the section
- Approve weekly/ monthly work plans of the producers
- Coordinate productions with various program units and commercial division
- Responsible to the general manager

Head of International Co-production Unit [ICU]

- Responsible for local/international program planning and co-production
- Coordinate productions with various program units and commercial division
- Responsible to the general manager

Head of Regional Bureau

- Responsible for program planning, production, quality and content
- Responsible for daily news coverage
- Coordinate productions with various program units
- Maintain proper records of equipment and manpower of the bureau
- Provide technical support/ monitor local cable operators.
- Responsible to the managing director

Producer

Responsible to: Heads, Radio & TV Programme & Production Section
Minimum Qualification: University degree with adequate experience

Responsibilities

- Ensure completion of the scheduled programs on time.
- Research and produce quality programmes.
- Coordinate program productions with other producers.
- Directly responsible to head of concerned program unit.

Associate Producer

Responsible to: Producers
Minimum Qualification: University Degree with adequate experience

Responsibilities

- Advise the producer of upcoming cues and assist in offline editing
- Ensure the set is designed and arranged as directed
- Supervise pre-rehearsals, location organization, etc.
- Responsible for equipment, costumes and all production materials at the location

Head, Acquisition & Translation Section

Responsible to: Heads, Radio & TV Programme & Production Section
Supervising: Translators/ Presenters
Minimum Qualification: University Degree/diploma with adequate experience

Responsibilities

- Explore programme sources
- Negotiate and procure programmes
- Arrange and supervising translation and programme
- Maintain post of translator and presenters
- Supervising assignment of translators and presenters

ARCHIVE & AUDIENCE RESEARCH DIVISION

- Overall head of the division
- Maintain master copies of all the programs & broadcast materials of archival value
- Maintain all types of books, magazine, periodicals, and other reference materials
- Ensure a proper system to assist efficient retrieval of the archive materials
- Plan & organize audience surveys, conduct research activities to obtain feedback from listeners/audience
- Analyse data from survey, researches and recommend improvement resources

Head, Research & Archive Section

Responsible to: General Manager
Supervising: Head, Archive & Documentation and Audience Research
Minimum qualification: University degree with adequate experience

Responsibilities

- Provide efficient archival support
- Render services to enhance production, Radio and TV programmes
- Plan and make proposal to carry out media and audience research
- Carry out audience surveys and popularity ratings of the programs
- Analyse service research data and recommend improvements
- Carry out the media asset management
- Provide recommendations and monitor progress of the follow up activities

Head, Archive & Documentation Section

Responsible to: Archive & Audience Research Manager
Supervising : Librarians
Minimum Qualification: University Degree

Responsibilities

- Develop systematic cataloguing of video footages, sound recordings, sound effects, music, printed materials, films, TV and radio programs.
- Provide efficient archive support service to the organisation
- Develop the media as an asset to generate revenues through sales of AV materials
- Become the source of audio visual materials of historical importance
- Provide duplication services of AV materials for internal as well as for sales
- Provide full support to the producers for archive materials

Audience Research Officer

Responsible to: Head, Archive & Audience Research
Supervising: Assistant Audience research Officer
Minimum qualification: University degree

Responsibilities

- Plan and carry out periodic media surveys
- Carry out documentation of research/findings
- Analyse survey data and recommend improvements
- Maintain proper records of the resources allotted to this unit
- Maintain constant contact with the general public and obtain feedbacks

Librarian

Responsible to: Head, Archive & Documentation
Supervising: Assistant Librarian
Minimum qualification: University degree with adequate experience

Responsibilities

- Maintain/Monitor proper list of all documentation
- Maintain/Monitor proper records of the resources allotted to this unit
- Maintain/monitor visual footages and sound for archival value
- Monitor hire/sale/lending of programmes/AV materials/footages through FCD

Assistant Librarian

Responsible to: Librarian
Supervising: Assistant Librarian
Minimum qualification: Class XII with adequate experience

Responsibilities

- Maintain proper list of all documentation
- Maintain proper records of the resources allotted to this unit
- Maintain visual footages and sound for archival value

Note: Necessary changes to be adjusted as and when the separation of Radio & TV takes place

HUMAN RESOURCE & ADMINISTRATION DEPARTMENT

FUNCTIONS

- Ensure smooth administration of the organization
- Provide efficient administrative and logistic support
- Maintain proper information and movement of all staff
- Ensure smooth and efficient procurement of all materials for the organization
- Maintain control of vehicle movement
- Maintain proper stores
- Provide security to all the facilities, properties and installations
- Plan and prepare manpower requirement of the organization
- Plan, prepare and implement human resource development activities

GENERAL MANAGER

Responsible to: Managing Director
Supervising: Adm., HRD Officer, Security, Stores & Procurement Officer
Minimum qualification: University degree

Responsibilities

- Overall head of the department
- Formulate long/short term policies, plans and strategies of the division
- Provide efficient administrative and logistic support
- Provide security to all the facilities, properties and installations.
- Maintain a copy of personnel/HRD records of the staff
- Plan, prepare and implement manpower requirements
- Maintain records of assets and properties and personnel information of all staff
- Ensure timely implementation of HRD plans
- Ensure proper staff control and discipline
- Supervise procurement of all the materials
- Member of management committee meeting
- Responsible to the managing director

Administrative Officer

Responsible to: General Manager
Supervising : Procurement, Personnel, Transport & Store Officer, HRD, Security.
Minimum Qualification: University Degree

Responsibilities

- Provide administrative and logistic support to the organisation
- Maintain record of personnel performance and career of the employees
- Identify staff and skill requirements and coordinate recruitment process
- Plan for maintain the stores
- Supervising transport facilities

Procurement Section

Responsible to: Adm. Officer
Minimum Qualification: University Degree with adequate experience

Responsibilities

- Prepare the tender documents for the procurement process

- Carry out the procurement for stationeries and consumables
- Prepare documents for procurement and maintain their record

Personnel Section

Responsible to : Administrative Officer
 Minimum qualification : University Degree plus experience

Responsibilities

- Assist the Administrative officer
- Maintain records of all staff
- Maintain record of personnel performance and career of the employees

Transport Section

Responsible to: Adm. Officer
 Supervising : Drivers
 Minimum Qualification: RTI (automobile engg.)

Responsibilities

- Maintain condition of pool vehicles
- Provide efficient transport service to the organisation
- Maintain the record of consumables like fuel, motor oil, filters etc.

Stores Section

Responsible to : Adm. Officer
 Supervising : Asstt. Stores officer, Support Staff
 Minimum Qualification : University degree

Responsibilities

- Maintain adequate stock of all store items
- Maintain proper documents /records of all items of stock

HRD Section

Responsible to : General Manager
 Supervising : Assistant HRD Officer
 Minimum Qualification: University Degree plus adequate experience

Responsibilities

- Plan and execute overall human resource management and development activities
- Prepare and execute manpower requirement plans
- Identify staff and skill requirements and coordinate recruitment process
- Organize regular in-house trainings for new recruits and existing staff
- Maintain training reports and monitor benefits derived from trainings

Security Section

Responsible to: General Manager
 Supervising : Security personnel
 Qualification : Ex-military or Police Officer

Responsibilities

- Ensure adequate and proper security of all facilities and installations
- Deployment of security personnel
- Ensure discipline among security staff
- Provide refresher course to security staff

FINANCE & COMMERCIAL DEPARTMENT

FUNCTIONS

- Carry out the financial management of the organization
- Plan/prepare annual/long-term budget as well as the financial status
- Develop business plans and strategies to enhance the organization's revenue
- Market the corporation's services to potential customers

GENERAL MANAGER

Responsible to : Managing Director
Supervising : Finance Manager, Commercial Manager
Qualification : University Degree in Economic/Commerce

Responsibilities

- Overall head of the department
- Ensure proper financial management of the organization
- Oversee and ensure proper budgetary processes
- Explore and supervise commercial activities and ensure corporate self-sustainability
- Member of management committee meeting
- Responsible to the managing director

Finance Manager

Responsible to: General Manager
Supervising: Finance Officer
Minimum qualification: University degree in Economics/Commerce

Responsibilities

- Overall head of the division
- Review and plan budget allocations, monitor expenditures and coordinate activities
- Monitor cash flow projections and update the financial situation of the organization
- Carry out detailed financial planning and management to rationalize the resources
- Carry out break-even analysis and propose plans to reduce the operating deficits
- Maintain up-to-date record of all transactions
- Propose cost-cut measures to the management
- Responsible to the general manager

Finance Officer

Responsible to: Finance Manager
Supervising : Assistant Finance Officer
Minimum qualification: University degree in Commerce with adequate experience

Responsibilities

Plan budget allocation, monitor expenditure and coordinate activities
Supervise day-to-day accounts
Prepare cash flow projection

General Accounts/Revenue Section

Responsible to: Finance Officer
Supervising: Accountants/ Cashiers/ Bill collectors
Minimum qualification: University degree in Commerce

Responsibilities

- Maintain day-to-day accounts
- Surprising the works of accountants & cashiers
- Ensure timely billing and collectors
- Supervising work of bill collectors

Accountant/Cashier/Bill Collector

Responsible to: Assitt. Finance Officer

Supervising:

Minimum qualification: Class XII (COM) with adequate training and experience

Commercial Manager

Responsible to: General Manager

Supervising: Marketing Officer, Head of Production

Minimum qualification: University degree in Economics/Commerce

Responsibilities

- Overall head of the division
- Prepare business plans and strategies to enhance corporate self-sustainability
- Study areas of opportunities and make accurate assessments of the threats
- Prepare operational plans of the divisions including production plans
- Prepare rates for advertisements and production
- Provide the management regular information on revenue generated
- Review budget allocations, monitor expenditures and coordinate activities
- Formulate long/short term policies, plans and strategies of the division
- Responsible to the general manager

Marketing Officer (Advertisement)

Responsible to : Commercial Manager

Supervising: Sales Executives

Minimum Qualification: University Degree

Responsibilities

- Plan and propose commercial activities and revenue generation schemes
- Submit estimates for production charges for each items as discussed with clients
- Supervise and advise sales executives in carrying out their responsibilities
- Propose promotional activities to increase sale of airtime/programme slots
- Ensure timely production and quality control of the programmes
- Inform billing section regarding advertisements that should be charged.

Sales Executive (Advertisement)

Responsible to: Marketing Officer

Minimum Qualification: University Degree

Responsibilities

- Plan and undertake marketing
- Plan and produce advertisements/commercials
- Submit estimates for production charges of each item as discussed with the clients
- Coordinate with relevant Divisions for the production
- Ensure timely production and quality control of the programme
- Inform and advise billing/collection section regarding advertisements

Head (Production)

Responsible to : Commercial Manager

Supervising: Producers/ Cameramen
Minimum Qualification: University Degree

Responsibilities

- Plan and undertake productions as per client requirement
- Propose commercial activities and revenue generation schemes
- Submit estimates for production charges for each items as discussed with clients
- Supervise productions
- Ensure timely production and quality control of the programmes
- Inform billing section regarding advertisements that should be charged.

Producer

Responsible to: Head, Production Section
Supervising : Cameramen/Soundmen
Minimum Qualification: University Degree with adequate experience

Responsibilities

- Plan and produce commercials
- Submit estimates for the production charges
- Ensure timely production and quality
- Inform and advise billing section regarding the advertisements/sponsorships

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