



THE UNITED CHURCH OF ZAMBIA

The United Church of Zambia Synod, is inviting applications from interested and qualified persons to apply for the following position.

1. TELEVISION AND BROADCASTING MANAGER

1.1. Job description for TV Station Manager

The Station Manager shall report to the Secretary Information, Technology, and Communication and perform the following duties:

a. Operational Oversight

Ensure the smooth operation of all broadcasting equipment, studio activities, and technical transmission, ensuring minimal downtime and high-quality broadcast standards.

b. Budgeting and Financial Management

Manage the station's budget and oversee financial performance, including tracking revenue from advertising and donations. Make data-driven recommendations to optimize expenses, increase profits, and align financial goals with the church's mission.

c. Programming and Content Strategy

In consultation with the Secretary of Information, Technology, and Communication, develop and approve programming, news segments, and content schedules that align with audience demographics and church values. Ensure content reflects the station's vision and supports both community and advertiser objectives.

d. Sales and Advertising

Work closely with the sales and marketing team to attract and retain advertisers. Develop innovative strategies to increase advertising revenue through partnerships, promotions, and campaigns. Explore potential for church-related sponsorships or partnerships that align with the station's values.

e. Leadership and Personnel Management

Provide leadership, guidance, and mentorship to staff across departments such as production, programming, marketing, and engineering. Conduct staff evaluations, facilitate training, and foster a positive and collaborative work environment. Ensure team members are meeting performance standards and addressing any operational issues efficiently.

f. Regulatory Compliance

Ensure full compliance with church policies, as well as local, national, and international regulations governing television broadcasting. This includes staying up-to-date on broadcasting laws, intellectual property rights, advertising standards, and maintaining proper records for audits or inspections.

g. Community Engagement and Public Relations

Represent the station and the United Church of Zambia in community events, industry conferences, and public engagements. Act as the primary spokesperson for the station, fostering positive relationships with community stakeholders, partners, and viewers to enhance the station's reputation and outreach.

h. Strategic Planning

Collaborate with church leadership and the TV station board to develop and implement long-term strategies for station growth. Focus on digital transformation, content diversification, audience engagement, and market expansion in line with the church's overall mission and vision.

i. Crisis and Risk Management

Develop and implement crisis management protocols to handle on-air disruptions, technical issues, and public relations challenges. Ensure contingency plans are in place for unexpected technical failures, staffing issues, or other emergencies that may impact station operations

1.2 Key Competencies and Qualifications:

- Bachelor's degree in Mass Communication and Public Relations, Bachelor in Journalism and its equivalent.
- 2 years of proven experience in television or media management
- Strong leadership and team management skills
- Knowledge of broadcast regulations and intellectual property laws
- Financial and budget management experience
- Excellent communication, public relations, and crisis management skills
- Familiarity with content scheduling, digital broadcasting, and media technologies

APPLICATION GUIDELINES

All applications should be addressed to;

The General Secretary
PO Box 50122
Woodlands, Lusaka

Applications must be sent via the email
theucsynod@gmail.com

NOT LATER THAN 21st September, 2026