

Open Positions:

Carpenter– hiring 2

Qualification:

- Must have demonstrable workman skills in Carpentry;
- Must have ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills.

Function and Responsibilities

- Performs quick fixes: Changing locks, installing doors, replacing hinges, tagging loose ceilings etc.
- Assist with carpentry works in the installation of technical equipment
- Make sure that everything that has to do with carpentry is taken care of.
- Performs any other organizational task/duty as may be assigned or designated by the Operations Officer or his/her proxy;
- Reports directly to the Maintenance Supervisor;

- Web Manager – hiring 2

Qualification:

- Must be a graduate of a reputable computer institution.
- Must have good knowledge in troubleshooting and repair of desk tops, lap tops and audio work stations.
- Must be able to assemble and disassemble computers as well as do networking of computers.
- Must have knowledge of VSAT internet connectivity.
- Must be able to electrical connection and do installation of IT equipment.
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;

- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;

Function and Responsibilities

- Manages and/or supervise the activities of the IT Department
- Develops/Improves web page of the LBS
- Liaises with other departments to ensure accurate posting of information to the web page
- Ensure compliances to GOL IT policies/requirements
- Ensure access to internet for relevant parties
- Develop sand monitors LBS' internet usage policy
- Oversees the installation, repair and use of computers
- Deals with the installation, and repair of the System's computers
- Performs any other organizational task/duty as may be assigned or designated by the Chief Engineer or his/her proxy;
- Handles all IT related issues
- Reports directly to the Chief Engineer;

- **Plumber – hiring 1**

Qualification:

- Must have demonstrable workman skills in plumbing hardware installation and maintenance;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills.
- Must have excellent writing and reporting skills.

Function and Responsibilities

- Make sure that everything has to do with plumbing hardware installation and maintenance is taken care of.
- Reports maintenance requests to Sr. Technician
- Assist in the installation of other technical equipment

- Performs any other organizational task/duty as may be assigned or designated by the Operations Officer or his/her proxy;
- Reports directly to the Sr. Technician;
- **Cleaner –hiring 2**

Qualification:

- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;

Qualification:

- Must have the ability to work under stress/ emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;

Function and Responsibilities

- Cleaning of all offices, passageways and restrooms regularly, disposing of paper trash; cleaning the system's compound.
- Performs other duties as may be required;
- Reports Directly to the head Janitor who reports to the Deputy Director General for Administration.

- **Director of Business & Marketing – hiring 1**

Qualification:

- Must have an undergraduate degree in Business Management (Marketing Option) or related field of study.
- An advanced degree or additional professional certification will be an added advantage.
- Must have over five (5) years' work experience as a senior marketing personnel of a reputable institution.
- Must be creative, innovative and have an acute sense of doing business.
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;

- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing skills;
- Must possess excellent interpersonal skills;
- Must be computer literate.

Function and Responsibilities

- Develops and executes marketing strategies and plans for revenue generation to the System to include but not limited to the proper investment of LBS assets.
- To manage, supervise and monitor the sale of commercial airtime for the generation of revenue.
- To generate sufficient revenues for the operation of the LBS
- To develop and maintain a strong base of advertiser support
- Provides coaching, mentoring and training to the business and marketing staff as part of the ongoing development of their skills and knowledge;
- Provide leadership to the Business & Marketing department in the area of strategic planning and policy development as well as the management.
- Ensure the evaluation of staff of the Business and Marketing department on a periodic basis;
- Ensure the timely preparation of monthly, quarterly, semi-annually and annual business reports for submission to the Director General.
- Performs any other organizational task/duty as may be assigned or designated by the Director General or his/her proxy;
- Reports directly to the Director General;

- **Accountant – hiring 2**

Qualification:

- Must have obtained undergraduate University degree in Accounting;
- Must be computer literate, especially in Quick Book, Microsoft, Excel and Word perfect Applications;
- Must have at least three (3) years progressive work experience in Accounting from a reputable institution;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;

- Must have excellent writing and reporting skills.

Function and Responsibilities

- Analyzes and records the day – to – day financial transactions; posts to subsidiary ledgers;
- Prepares monthly, quarterly and annual debtors list;
- Track all invoices based on reports from business department
- Keep updated records of all financial documents for the entity;
- Performs any other organizational task/duty as may be assigned or designated by the Chief Accountant or his/her proxy;
- Reports directly to the Chief Accountant;

- **Security Personnel for Outstation cites (local recruitment) – hiring 7**

Qualification:

- Must at least be a high school graduate;
- An advance degree or study will be an added advantage, but not a pre-condition;
- Must have undergone basic security training from a reputable institution;
- Must have at least five (5) years of progressive work experience as a professional security personnel;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must have good working relation skills;
- Must have excellent writing and reporting skills;

Function and Responsibilities

- Ensures that the system's properties are secure;
- Logs and monitors visitor and clients entering the compound, issues pass to client and visitors
- Also maintain accurate log of vehicle movement
- Ensure effective monitoring of various security posts;
- Performs any other organizational task/duty as may be assigned or designated by the Chief of Security or his/her proxy;
- Reports directly to the Chief of Security;

- **Radio Technicians for Outstation cites (local recruitment) – hiring 7**

Qualification:

- Must be a diploma holder from a recognized vocational or technical school.
- Must be grounded in both theoretical and practical to the field of broadcast Engineering.
- Must have worked in the broadcast field for not less than five years.
- Must have broad knowledge in electricity and electronics.
- Must be able to read and interpret electrical drawings.
- Must be able to work independently and respond to emergencies.
- Must have good knowledge in troubleshooting to solving analogue and digital problems.
- Must be able to prepared technical reports and must be computer literate.
- Must have a good knowledge in studios and transmitters installations.
- Must be willing to serve at any LBS station around the country.
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills;

Function and Responsibilities

- Under supervision, operates all broadcast equipment;
 - Aids in the installation of electronic equipment
 - Provide maintenance services for all LBS equipment
 - Performs any other organization task/duty as may be assigned or designated by the Chief Engineer or his/her proxy;
 - Reports directly to the Sr. Technician;
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- **Store Room Clerk – hiring 2**

Qualification:

- Must have obtained at least a high school diploma from a reputable institution;
- Must be capable of record keeping and reporting;
- Must be a fast learner and trustworthy;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;

- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have good writing and reporting skills.

Function and Responsibilities

- Is the custodian of all supplies in stock
- Assists in keeping accurate record of all supplies within the store room;
- Assists in issuing supplies upon approved requisition by designated person;
- Performs any other organizational task/duty as may be assigned or designated by the Deputy Director General for Technical Services or his/her proxy
- Reports directly to the Store Keeper;

- **Continuity Announcer/Producer – hiring 4**

Qualification:

- Must at least have worked in media in the last seven years
- Must have demonstrable skills in the use of digital musical and other production software
- Must have an excellent command of spoken and written English language;
- Must demonstrate resourcefulness and a talent with a commanding voice/feature for radio/television production;
- Must show in-depth knowledge of content creation and presentation;
- Must be abreast and up to speed with the latest digital and analogue technologies in radio/television production;
- Must be creative and innovative;
- Must be able to work independently and under the demands of the broadcasting industry;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills.

Function and Responsibilities

- Presents live radio/television programs: to include, musical, interactive, magazine and special features;
- Produce adverts and jingles for the radio/television;
- Serve as promoter, presenters and anchors for events and other public activities of LBS;
- Reports the Human features of LBS and its various media brands;
- Contribute to the program genre of the radio and television services.
- Production of additional support programs as may be required by the system.
- Performs any other organizational task/duty as may be assigned or designated by the Producer or his /her proxy;
- Reports directly to the producer;

- **Cameramen – hiring 2**

Qualification:

- Must be a student in media studies or related fields of communication and journalism.
- Working experience with Television Broadcast from a reputable broadcast institution is an added advantage.
- Must be able to work independently and under the demands of news operations
- Must be computer literate, especially in Microsoft Word perfect Applications;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills.

Function and Responsibilities

- Capture via camera daily program content for broadcast on LNTV
- Directs all news staffers and related staff members of all the news outlets of the system appearing on camera
- Report damages or need for maintenance of video equipment
- Ensures proper usage of studio sets and equipment
- Performs any other organizational task/duty as may be assigned or designated by the Director of Programs, Chief Videographer or his/her proxy;
- Reports directly to the Chief Videographer;

- **Switcher – hiring 2**

Qualification:

- Must have a minimum of a first degree in media studies or relate fields of communication and journalism.
- Working experience with Television Broadcast from a reputable broadcast institution is an added advantage.
- Must be able to work independently and under the demands of news operations
- Must be computer literate, especially in Microsoft word perfect Applications;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills;

Function and Responsibilities

- Controls the Switchboards for television broadcast
- Ensures proper usage of studio and equipment
- Performs any other organizational task/duty as may be assigned or designated by the Deputy Director General for Media Services or his/her proxy;
- Reports directly to the Director of Programs;

- **Newscaster – hiring 4**

Qualification:

- Must be at least a final year student of media studies or related discipline of a reputable and recognized tertiary in Liberia;
- An undergraduate degree is an added advantage for such position;
- Must have worked as a news reporter or performed public information duties from a reputable for not less than five years.
- Must show excellent command of the English language-both written and spoken
- Must have demonstrable skills in the use of digital musical and other production software
- Must demonstrate resourcefulness and a talent with a commanding voice/feature for radio/television;
- Must be abreast and up to speed with the latest digital and analogue technologies in radio/television production;
- Must be creative and innovative;
- Must be able to work independently and under the demands of the broadcasting industry;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;

- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills.

Function and Responsibilities

- Responsible for all reportorial duties as assigned by the editorial team. They include, but are not limited to, gathering, packaging, reporting and presenting news and information for the various news outlets of the system.
- Serve as promoters, Presenters and anchors for events and other public activities of LBS;
- Represents the Human features of LBS and its various media brands;
- Contribute to the program genre of the radio and television services
- Production of additional support programs as may be required by the system.
- Performs any other organizational task/duty as may be assigned or designated by the Sub Editor or his/her proxy;
- Reports directly to the Sub Editor;

Sports Reporter – hiring 1

Qualification:

- Must be at least a second year student of media studies or related discipline of a reputable and recognized institution in Liberia;
- Must show excellent command of the English language-both written and spoken
- Must demonstrate an exceptional ability to learn the use of digital and other production software and equipment as well as the rudiments of journalism;
- Must demonstrate resourcefulness and a talent with a commanding voice/feature for radio/television;
- Must be abreast and up speed with the latest digital and analogue technologies in radio/television;
- Must be creative and innovative;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be in excellent health condition;

- Must have good working relation skills'
- Must have excellent writing and reporting skills;

Function and Responsibilities

- Responsible to carry out reportorial duties as assigned by the editorial team. They include, but are not limited to, gathering, packaging, reporting and presenting sports news and information for the various news outlets of the system.
- Serve as promoters, presenter and anchors for events and other public activities of LBS;
- Represents the Human features of LBS and its various media brand;
- Contribute to the program genre of the radio and television services
- Production of additional support programs as may be required by the system.
- Performs any other organizational task/duty as may be assigned or designated by the Sub Editor or his/her proxy;
- Reports directly to the Sub Editor;

- **Chief Editor – hiring 1**

Qualification:

- Must have a minimum of a first degree in media studies or relate fields of communication and journalism;
- Must have at least five years of news management experience, working in the media landscape or a media office related to public information dissemination.
- Must have the ability to exercise prudent news judgment
- Must be able to work independently and under the demands of news operations
- Must be computer literate, especially in Microsoft word perfect Applications;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills.

Function and Responsibilities

- Assist in setting the daily news agenda, direction and content of radio, television, print and online outlets

- Provides editorial guidance for radio, television, and print online news content ensuring that the news meets not just the minimum of basic journalistic standards, but that they chime with the editorial policies of the system.
- Exercise oversight responsibilities over the sub editorial teams of radio news, online news, television news and newspapers as well as their respective news staffers.
- Performs any other organizational task/duty as may be assigned or designated by the Director of News or his/her proxy;
- Reports directly to the Director of News;

- **Lawyer – hiring 1**

Function and Responsibilities

- **Quick Books Administrator – hiring 1**

Qualification:

- Must have obtained undergraduate University degree in Accounting;
- Must be computer literate, especially in Quick Book, Microsoft, Excel and Word perfect Applications;
- Must have at least three (3) years progressive work experience in Accounting from a reputable institution;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or perform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills.
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Function and Responsibilities

- Update QuickBooks software as required;
- Provide extended technical supports (Financial/QuickBooks) to Business & Marketing Department, Procurement Department, Internal Audit Department and Accounts Department;
- Install QuickBooks on all LBS machines that need the software for efficient operations;
- Provide technical support to the QuickBooks server;
- Assist in preparing financial record for would-be-audits;

- Review Financial Reports;
- **Client Service Officer – hiring 2**

Qualification:

- Must have a certificate in marketing or related field of study;
- An undergraduate degree is an added advantage for the position;
- Must have over three (3) years' work experience as a senior marketing personnel of a reputable institution.
- Must be creative, innovative and have an acute sense of doing business.
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills;
- Must possess excellent interpersonal skills
- Must be computer literate.

Function and Responsibilities

- Ensures proper record keeping of all clients of LBS.
- Serves as corporate liaison between LBS and all other corporate clients.
- Ensures that LBS clients get the best of service.
- Ensures that invoices and payments to LBS are efficiently executed.
- Assists in the timely preparation of monthly, quarterly, semi – annually and annual reports for submission to the Director of Business & Marketing.
- Performs any other organizational task/duty as may be assigned or designated by the Director of Business & Marketing or his/her proxy;
- Reports directly to the Director of Business & Marketing;
- **Traffic Officer– hiring 2**

Qualification:

- Must have a certificate in marketing or related field of study;
- An undergraduate degree is an added advantage for the position;
- Must have over three (3) years' work experience as a senior marketing personnel of a reputable institution.

- Must be creative, innovative and have an acute sense of doing business.
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills;
- Must possess excellent interpersonal skills
- Must be computer literate.

Function and Responsibilities

- Ensures that all pay for programs are aired.
- Keeps an up-date of the announcements file
- Manages the commercial log sheet of LBS
- Logs all commercials for radio and television as well as monitor their execution.
- Performs any other organizational task/duty as may be assigned or designated by the Director of Business & Marketing or his/her proxy;
- Reports directly to the Director of Business & Marketing;

- 1 Events and Promotion Manager – Marketing

Qualification:

- Must have a certificate in Marketing or related field of study;
- An undergraduate degree is an added advantage for the position;
- Must have over five (5) years' work experience as senior marketing personnel of a reputable institution.
- Must be creative, innovative and have an acute sense of doing business.
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills;
- Must possess excellent interpersonal skills;
- Must be computer literate.

Function and Responsibilities

- Plans and executes various events and promotional activities for the entity;
- Device means to promote the image and objectives of the entity;

- Device means to promote the various programs and products of the entity;
- Responsible to deal with other entities with regards to LBS participation in events and promotions.
- Ensures the timely preparation of monthly, quarterly, semi-annually and annual reports for submission to the Director of Business & Marketing.
- Performs any other organizational task/duty as may be assigned or designated by the Director of Business & Marketing or his/her proxy;
- Reports directly to the Director of Business & Marketing;

- Internal Auditor – hiring 1

Qualification:

- Must have obtained undergraduate University degree in Accounting;
- An advance degree will be an added advantage, but not a precondition,
- Must be computer literate, especially in Quick Book, Microsoft, Excel and Word perfect Applications;
- Must have at least five (5) years of progressive work experience as a professional auditor from a reputable institution;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiatives;
- Must be willing to travel on outstations; or preform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills;

Function and Responsibilities

- Assists in the development of internal audit procedures for LBS.
- Ensure that all audit standards are followed in line with PFML and LBS Financial Procedure Manual
- Ensure the timely preparation of monthly, quarterly, semi-annually and annual internal audit reports for submission to the Director General.
- Puts in place proper financial policies in line with audit standards in order to prevent fraud, impropriety, waste and abuse of the sources.
- Implement laid down financial of LBS.
- Performs any other organizational task/duty as may be assigned or designated by the Director General or his/her proxy;
- Reports directly to the Sr. Internal Auditor;

- Protocol and Welfare Officer – Administration

Qualification:

- Must have obtained at least an Associate Degree in Management, Public Administration or related field of study;
- An undergraduate degree will be an added advantage, but not a pre-condition;
- Must be computer literate, especially in Microsoft, Excel and Word perfect Applications;
- Must have at least three (3) years of work experience in similar areas of work;
- Must be a fast learner;
- Must have the ability to work under stress/emergency
- Must be willing to work with all persons regardless of background;
- Must be a team player with the ability to take initiative;
- Must be willing to travel on outstations; or preform assignments at very short notice when the need arises;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working relation skills;
- Must have excellent writing and reporting skills;

Function and Responsibilities

- Responsible for all travel and other protocol arrangements at the entity;
- Develop a comprehensive welfare plan for employees of LBS.
- Ensures full implementation of the approved welfare policy and plan.
- Ensures the registration of every employee with the NASSCORP
- Performs any other organizational task/duty as may be assigned or designated by the Director of Administration and Human Resource or his/her proxy;
- Reports directly to the Director of Administration and Human Resource;

- **Executive Secretary – hiring 1**

Qualification:

- Must be computer literate, especially in Microsoft, Excel and Word perfect Applications;
- Must have at least three (3) years of progressive work experience as a professional office administrator from a reputable institution;
- Must have the ability to work under stress/emergency;
- Must be willing to work with all persons regardless of background;

- Must be a team player with the ability to take initiatives;
- Must be in excellent health condition and always willing to work long/extra hours;
- Must have good working skills;
- Must have excellent writing and reporting skills.

Function and Responsibilities

- Records minutes of all periodic meetings, prepare final copy and distribute same;
- Prepares citations, Memos and notices for internal meetings called by the Director General;
- Performs all secretarial in the office of the Director General
- Performs any other organizational task/duty as may be assigned or designated by the Special Assistant to the DG;
- Reports directly to the Special Assistant to the Director General;

How to Apply:

Interested candidates should drop off their resume and a cover letter to the Liberia Broadcasting System HR Department or submit them via email to jobs@elbcradio.com by September 20, 2024.

