



**IUM**  
THE INTERNATIONAL  
UNIVERSITY OF MANAGEMENT

# VACANCIES 2024

IUM Radio invites applications for the following positions under the Department of Marketing, Communication and Stakeholder's Engagement:

[www.ium.edu.na](http://www.ium.edu.na)

## 1 X STATION MANAGER

IUM RADIO  
WINDHOEK

### DUTIES AND RESPONSIBILITIES

- Provide strategic direction and leadership to the station's staff.
- Oversee recruitment, training, and performance management of station personnel.
- Supervise the creation, scheduling, and production of high-quality content across various platforms, including radio, television, and digital media.
- Develop and manage the station's budget, ensuring prudent financial management allocation of resources.
- Monitor audience feedback and trends to inform programming decisions and improve content quality.
- Ensure compliance with relevant laws, regulations, and industry standards governing broadcasting operations.
- Represent the station at community events, forums, and meetings to promote goodwill and engagement.

### REQUIREMENTS

- Bachelor Honors degree in Media Studies.
- Five (5) years working experience in Multi Media.
- Broad knowledge in Radio Production and Management.
- Strong leadership, managerial, and strategic skills to effectively manage personnel, programming, finances, and regulatory compliance.

## 1 X RADIO PROGRAMMER

IUM RADIO  
WINDHOEK

### DUTIES AND RESPONSIBILITIES

- Conduct audience research and analysis to identify programming trends and preferences.
- Provide creative direction and feedback to on-air talent and production staff.
- Coordinate with the production team to ensure seamless transitions between programs and segments.
- Develop talent rotation schedules and manage on-air personalities' appearances and responsibilities.
- Plan and execute promotional campaigns and events to increase listener engagement and brand visibility.
- Maintain accurate records of music playlists, interviews, and other programming elements for reporting and compliance purposes.

### REQUIREMENTS

- Bachelor Honors degree in Media Studies.
- Five (5) years working experience in Multi Media.
- Broad knowledge in Radio Programming and Management.
- A creative and strategic thinker with strong leadership, organizational, and communication skills.



***A Namibian University Dedicated to its People's Future***

## 1 X ADMINISTRATOR & SALES OFFICER

IUM RADIO

WINDHOEK

### DUTIES AND RESPONSIBILITIES

- Identify new business opportunities and market trends to capitalize on sales growth opportunities.
- Negotiate advertising rates, contracts, and terms to secure profitable deals and long-term partnerships.
- Recruit, train, and motivate a high-performing sales team, providing guidance, coaching, and support as needed.
- Drive revenue growth through upselling, cross-selling, and renewal strategies with existing clients.
- Analyze sales data, revenue trends, and advertising metrics to evaluate sales performance and identify areas for improvement.

### REQUIREMENTS

- Bachelor Honors degree in Business Administration or Marketing.
- Five (5) years working experience in Multi Media.
- Broad knowledge in Administration and Sales Management.
- Strong leadership, sales acumen, and Relationship-building skills to effectively manage the sales team and achieve revenue targets.

### REMUNERATION PACKAGE

The Institution offers a competitive remuneration package commensurate with the incumbent's qualifications including a Pension Scheme and Medical Aid. Preference will be given to suitably qualified Namibian Citizens and to designated categories as prescribed by the Namibian Affirmative Action (Employment) Act especially people living with disabilities. Please forward your CV, copies of qualifications, transcripts and application documents including the NQA evaluation for foreign qualifications to:

**The Director: Human Resources, Private Bag 14005, Bachbrecht, Windhoek or e-mail to [recruitment@ium.edu.na](mailto:recruitment@ium.edu.na)**

**Only short listed candidates will be notified and no CV's and documentation will be returned.**

**CLOSING DATE: 12 FEBRUARY 2024**

**APPLY AND JOIN THE DYNAMIC TEAM!**



***A Namibian University Dedicated to its People's Future***