

Fiji Television Limited is the leading broadcast company in Fiji, delivering top-quality entertainment, news, and sports to viewers across the nation. With a rich history of innovation and community engagement, we are committed to creating engaging content that resonates with our diverse audience. Join us and be part of a dynamic team driving the future of television in Fiji.

WE ARE HIRING!

Position: Sales Manager
Department: Sales
Reports to: CEO

JOB DESCRIPTION

Objective	Are you an experienced, passionate, and driven leader ready to make a significant impact? We are seeking a dynamic Manager Sales to spearhead our team. The successful candidate will be responsible for driving the strategic direction of our sales activities.
Key Responsibilities	<ul style="list-style-type: none"> • Supervise and support a highly motivated sales team. • Maintain sales procedure and systems that provide adequate controls over contracts and sales agreement with key business partners. • Provide sales revenue reports and information on a timely basis. • Manage the annual budget preparation process in co-ordination with the CEO. • Develop detail weekly sales/marketing plans for all sales executives and with clear up to date revenue figures. • Devise weekly sales action strategies for all team members with updated monthly sales targets achieved per sales executive member. • Oversee the month-end closing and preparation of sales revenue reports. • Prepare and present financial reports to the senior management. • Evaluate and maintain relationship with key business partners and other revenue generation organization. • Provide leadership and management of the sales team. • Achieve maximum advertising revenue based on the potential advertising spend in the key sectors of the economy. • Develop and maintain rate card (in conjunction with the CEO). • Analyse sales revenue potential in value adding aspects of the Fiji Television business (such as merchandise). • Monitor the advertisement spend by segment and develop marketing campaigns to maintain market share. • Any other duties assigned to him /her by the CEO.
Qualifications and Experience	<ul style="list-style-type: none"> • Tertiary qualification in Sales, Marketing, or Business Management. • Proven experience in leading and managing teams. • Track record of achieving targets and designing strategies achieve targets • Exceptional communication and relationship-building skills • Ability to collaborate effectively and foster strong connections. • Prior experience in sales management, particularly in B2B environments is an added advantage

Position: Technical Officer
Department: Technology
Reports to: Manager Engineering

JOB DESCRIPTION

Objective	The Technical Officer - Television Broadcasting, OB and radio communication shall ensure that all broadcasting and receiving equipment's are well maintain and operational at all times.
Key Responsibilities	<ul style="list-style-type: none"> • Monitor, maintain, and troubleshoot broadcast transmission systems to ensure uninterrupted service. • Conduct routine maintenance on studio equipment, transmitters, and associated hardware. • Assist in deploying and configuring new broadcast technologies and systems. • Collaborate with the production team to provide technical support for live events and recordings. • Manage and maintain the Pactok satellite and communication network. • Troubleshoot connectivity issues and ensure optimal performance of the Pactok system. • Perform regular diagnostics, updates, and maintenance to prevent service disruptions. • Support procurement and inventory management for Pactok-related equipment and parts. • Maintain and troubleshoot the company's IT infrastructure, including servers, network devices, and workstations. • Manage user accounts, permissions, and network security protocols. • Perform regular data backups and disaster recovery testing. • Ensure seamless integration between IT systems and broadcast infrastructure. • Maintain accurate records of technical issues, maintenance schedules, and resolutions. • Generate regular reports on system performance and reliability. • Develop and update technical manuals, guides, and standard operating procedures.
Qualifications and Experience	<ul style="list-style-type: none"> • Diploma or Bachelor's degree in Electronics Engineering, Information Technology, Telecommunications, or a related field. • Proven experience in broadcast systems, satellite communications, and IT network management. • Proficiency in diagnostic tools and software for IT and broadcast systems. • Familiarity with IP-based networks and protocols. • Hands-on experience with audio-video equipment and editing software. • Certification in networking (e.g., CCNA, CompTIA Network+) • Excellent troubleshooting and analytical skills. • Ability to manage multiple tasks and prioritize effectively. • Strong communication and interpersonal skills.

Position: Sales Executive
Department: Sales
Reports to: Sales Manager

JOB DESCRIPTION

Objective	The Sales Executive will develop Sales for Fiji TV through agents, direct customer advertising, and promotion.
Key Responsibilities	<ul style="list-style-type: none">• Develop and manage client relationships• Drive advertising sales across traditional TV and digital platforms.• Identify new business opportunities and lead the execution of sales strategies that align with client needs.• Coordinate advertising campaigns, ensuring creative concepts are executed to the highest standards and deadlines are met.• Monitor industry trends, audience data, and digital performance metrics.• Monitor and report on competitor activity.• Collaborate with internal teams to create engaging advertising content and innovative solutions for both traditional and digital media.• Track and report on sales performance, client feedback, and market developments to support continuous growth.
Qualifications and Experience	<ul style="list-style-type: none">• Diploma or Degree in Management, Marketing or Bcom• Minimum 2 years of experience in media, advertising, or digital sales.• Strong understanding of digital platforms, social media, and online marketing.• Proven track record of meeting sales targets and managing client relationships.• Excellent communication, presentation, and negotiation skills.• A proactive attitude with the ability to work independently and as part of a team.

Position: IT Officer
Department: Technology
Reports to: Manager Engineering

JOB DESCRIPTION

Objective	A dedicated and technically proficient IT Officer to ensure the smooth operation and maintenance of the company’s IT infrastructure. The role involves supporting day-to-day IT operations, troubleshooting technical issues, and implementing solutions to enhance system performance and security.
Key Responsibilities	<ul style="list-style-type: none"> • Maintain and troubleshoot IT systems, including servers, networks, and workstations. • Monitor and optimize the performance of hardware and software systems. • Manage IT equipment inventory, ensuring timely procurement and replacement. • Provide technical support to employees for hardware, software, and network-related issues. • Train staff on the use of IT systems and best practices. • Resolve technical issues promptly to minimize downtime. • Configure and maintain network devices such as routers, switches, and firewalls. • Ensure the security and reliability of the company’s IT network. • Monitor network traffic and resolve connectivity issues. • Perform regular system updates, backups, and disaster recovery tests. • Implement and monitor cybersecurity measures to protect data and systems. • Maintain and update IT documentation, including user manuals and system logs. • Assist in the planning and execution of IT projects and system upgrades. • Collaborate with vendors and service providers to ensure quality support and services. • Evaluate and recommend new technologies to improve efficiency and productivity.
Qualifications and Experience	<ul style="list-style-type: none"> • Diploma or Bachelor’s degree in Information Technology, Computer Science, or a related field. • Proven experience in IT support and network administration. • Proficiency in operating systems (Windows, Linux, or MacOS) and software applications. • Knowledge of network protocols, cybersecurity practices, and IT hardware. • Certification in IT (e.g., CompTIA A+, CCNA, Microsoft Certified: Azure Fundamentals). • Strong problem-solving and analytical skills. • Excellent communication and interpersonal skills. • Ability to work under pressure and manage multiple priorities.

Position: **Multimedia Producer**
Department: **Local Program Production**
Reports to: **Manager Local Production**

Objective	A creative and resourceful Multimedia Producer to join our Local Production Team. The ideal candidate will be responsible for conceptualizing, planning, producing, and delivering high-quality multimedia content that engages audiences across television, social media, and digital platforms. This role demands expertise in video production, audio editing, scriptwriting, and a flair for storytelling.
Key Responsibilities	<ul style="list-style-type: none"> • Plan, shoot, and edit video content for local programs, advertisements, and promotional campaigns. • Oversee audio recording and editing to ensure high-quality sound for productions. • Manage all aspects of pre-production, production, and post-production for multimedia projects. • Collaborate with the team to develop innovative ideas for local shows and campaigns. • Write, edit, and refine scripts to align with the production’s goals and target audience. • Ensure content aligns with Fiji TV’s brand and engages the local audience effectively. • Operate and maintain video, audio, and lighting equipment. • Utilize software tools such as Adobe Premiere Pro, After Effects, Photoshop, or equivalent for editing and enhancing content. • Stay updated on the latest production technologies and techniques to improve efficiency and quality. • Coordinate production schedules and ensure timely delivery of projects. • Manage budgets and resources efficiently for local productions. • Supervise freelance talent and production assistants when necessary. • Ensure all content complies with broadcasting standards and regulations.
Qualifications and Experience	<ul style="list-style-type: none"> • Bachelor’s degree in Film Production, Multimedia Arts, Communications, or a related field (or equivalent professional experience). • Proven experience in multimedia production, with a strong portfolio showcasing diverse projects. • Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) and design tools (e.g., Photoshop, After Effects). • Excellent storytelling and scriptwriting skills. • Strong understanding of audio recording and editing techniques. • Familiarity with television production standards and workflows. • Knowledge of social media and digital content production is a plus. • Strong interpersonal and communication skills. • Experience in live production or event coverage is a bonus. • Passion for local story telling and culture.

Position: Graphic Designer & Video Editor
Department: Marketing
Reports to: Manager Marketing

Objective	A talented and versatile Graphic Designer & Video Editor. The ideal candidate will be responsible for creating visually engaging content and editing high-quality videos to support our marketing, promotional, and broadcasting efforts. This role requires a keen eye for design, proficiency in video editing software, and the ability to manage multiple projects in a fast-paced environment.
Key Responsibilities	<ul style="list-style-type: none"> • Create visually compelling designs for digital and broadcast media. • Develop branding materials that align with Fiji TV’s visual identity. • Collaborate production teams to design promotional material. • Edit raw video footage into polished final products for various platforms. • Add motion graphics, effects, sound, and music to enhance video projects. • Conceptualize and storyboard video projects. • Repurpose content for multiple platforms, optimizing visuals and videos for TV, social media, and digital marketing. • Resize, reformat, and adapt existing designs and videos for different channels. • Manage multiple design and video projects simultaneously, meeting tight deadlines. • Stay updated with the latest design and video editing trends, tools, and techniques. • Experiment with new creative ideas to keep Fiji TV’s content fresh and engaging.
Qualifications and Experience	<ul style="list-style-type: none"> • Diploma in Graphic Design, Multimedia Arts, Film Production, or a related field (or equivalent professional experience). • Proficiency in graphic design software, such as Adobe Photoshop, Illustrator, and InDesign. • Expertise in video editing software, such as Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve. • Experience with motion graphics software like Adobe After Effects. • Strong portfolio showcasing graphic design and video editing work. • Excellent attention to detail and a strong sense of visual aesthetics. • Strong organizational and time management skills. • Experience in photography and videography. • Knowledge of 3D design tools (e.g., Blender, Cinema 4D). • Familiarity with digital marketing platforms and requirements for social media content.

HOW TO APPLY

Applications marked “State Position Name” to be sent to Human Resources, PO Box 2442, Government Buildings, Suva or email: hr@fjtitv.com.fj before 4pm on Friday 10th January, 2025.

Only shortlisted applicants who meet the desired requirements will be contacted.