RHEMA Bible Training Center Zambia

JOB DESCRIPTION

TITLE:	IT/Media Administrator
I REPORT TO:	Campus Director
REPORTING TO ME:	Media Volunteers
CATEGORY:	Support Staff
LAST UPDATED:	June 2020

Job Summary

The Media Administrator will present a professional attitude, appearance, and atmosphere. Responsible for maintaining the Audio and Visual operations of the office and classrooms as an orderly, efficient work facility that is attractive and comfortable, and that is conducive for smooth flow and storage of classroom information. Be responsible for developing and maintaining IT and software related systems. Multi-task oriented, demonstrating value in teaching others to understand and utilize media resources to advance the Mission of RBTCZ

Main Duties and Responsibilities

1. **Office Management**
   - Oversight of Media Department
   - Preparation of MS cards for recording all class sessions
   - Charge batteries at the end of every day and confirm they are charged every morning
   - Ensure that recording equipment is ready each morning and that it is safely locked up in the cabinet by the end of the day
   - Edit all recorded class, chapel and prayer school sessions
   - Ensure that all class, chapel and prayer school sessions have been stored and backed up to the external hard drive at the end of the week through a weekly update
   - Ensure that all the class, chapel and prayer school sessions are backed up to two external hard drives and cloud at the end of the term and year
   - Process class, chapel and prayer school audio orders
   - Take pictures of all classroom, chapel and students activities
   - Take videos as and when the need arises

2. **Student Matters**
   - Manage the bell system according to the prescribed schedule
   - Provide basic training and oversee volunteers in the use of media equipment and Camera.
   - Ensure we have a good flow of communication between student volunteers and instructors
   - Recruit additional volunteers as needed
   - Ensure the classroom banners and billboard are in position Monday and removed/changed on Thursday

3. **Administration**
   - Administrate backing up of information to external hard drives every Friday with all members of staff
   - Create Standard Operating Procedures (SOP) for Media Operations
   - Provide and update the Alumni newsletter with photos

- Ensure RBTCZ Facebook is updated in coordination with the marketing team
- Updates, labels and maintains RBTCZ Assets Register
- Cross-grain with the marketing coordinator in advertising and promoting RBTCZ
- Schedule and back up all data for RBTCZ admissions and staff computers
- Train in Database, ensuring that all Administrative staff can work effectively in the sections of the Database necessary for their function

4. **IT**
- Management of effective Anti-Virus and Spam System to protect hardware, software, and all end-users from disrupting system problems through regular updates of the required protection system.
- Identifying software requirements together with users and manage the purchase and implementation
- Setup, maintenance, and development of Internet access for all users proving highest possible uptime, appropriate down and upload speed for different loads during day time balanced with affordable costs
- Development and regular update of the long term development plan for hardware and software within Rhema
- Training and ensuring the effective use of all IT software by users in the within the school
- Any other IT and Software related responsibilities

Practical Ministry
- Provide leadership during class, student outreach, and practical ministry.
- Answer questions about RBTCZ, give directions, communicate the current schedule, relate the content of the information brochure and answer questions accordingly, etc.
- Serve as an ambassador in promoting RBTCZ through church visitation and other Christian events

Work with Media Administrator in updating of Rhema Website and Facebook page and other social platforms.

Perform all other duties assigned by the Senior Staff of RBTCZ

Adhere to the RBTCZ/MLFC Staff Handbook and Statement of Ethics

Other
- Be loyal to the Director, the Management Team, and to RBTCZ vision, values and mission
- Help support and fulfill the mission, vision, and core values of RBTCZ.

Education and Experience
- Grade 12 with 5 credits, including English and Mathematics
- Minimum Diploma in Computer Studies, ideally Degree in Computer studies
- Proven IT skills with Windows Server (up to latest version), Windows 7 and Microsoft Exchange Server
- Very good knowledge of all the products within the latest Microsoft Office Professional Package. Office 365 knowledge is an added advantage
- Proven knowledge of setup and management of database systems (e.g. reporting systems)
- Proven skills regarding data management and data structuring of different user groups (profiles and access management)
- Experience with sound recording and editing of audios
- Experience with video recording and editing
- Experience in graphics design
- Accuracy of work and reliability/trustworthiness
- Knowledge/Experience of/with Pastel and Dove Payroll system, Moodle
- Minimum 2 years experience in the technical and administrative management of larger ICT networks (> 50 end-users)
- Proven leadership skills to plan/coordinate and implement all required ICT work together with the Assistant ICT Technician
- Proven skills of working in a multicultural setup
- Proven and respectful communication skills with staff, students/parents and ICT business partners

Personal Attributes

- Ministry Minded
- Compassionate
- Patient
- Good Listener
- Self-Starter
- Self-Motivated
- Honest
- Attention to detail