

**Job Title:** Title: Chief Operating Officer (COO) - Media Company with Radio Station as a key component

**Location:** [Freetown]

### **Company Overview**

We are a fast-growing media company with a diverse portfolio including a highly successful radio station as well as other entities. Our mission is to inform, engage, and entertain our audience through our platforms.

### **Position Summary**

We are seeking a highly skilled and experienced Chief Operating Officer to join our leadership team. The COO will oversee the day-to-day operations of the company and ensure that the organization is executing its strategic vision. The ideal candidate will be a strategic thinker with the ability to work collaboratively across multiple departments and manage a high-performing team.

### **Key Responsibilities**

- Oversee all aspects of daily operations of the media company including the radio station.
- Collaborate with the CEO to develop and execute the company's strategic vision and growth initiatives.
- Develop and implement operational policies and procedures to ensure efficiency and consistency throughout the organization.
- Manage and mentor a team of department heads and senior-level managers to achieve company goals and objectives.
- Proposal writing skills
- Ensure financial health of the company through budget management and cost control measures.
- Identify and capitalize on opportunities for growth and expansion within the media industry.
- Maintain strong relationships with key stakeholders, including advertisers, sponsors, investors, and regulatory bodies.
- Ensure compliance with all relevant laws, regulations, and industry standards.
- Monthly update

### **Qualifications**

- Bachelor's degree in business, communications, or related field.
- Minimum 3 years of experience in a senior leadership role within the media industry.
- Strong strategic planning and execution skills, with the ability to think ahead and anticipate future trends and opportunities.
- Excellent communication and interpersonal skills with a demonstrated ability to build relationships at all levels of the organization.
- Proven ability to lead high-performing teams and develop talent within the organization.

- Strong financial acumen with experience managing budgets and financial resources.
- Knowledge of relevant laws, regulations, and industry standards related to media.
- Proven track record of driving growth and profitability within a media organization.

**Women are particularly encouraged to apply**