

NETWORK SPORTS HUB

NSB, an equal opportunity employer, has the following vacancy for a dynamic and energetic person with Namibian citizenship.

Job purpose

Responsible for overseeing the entire sports team daily management including the entire production of live or recorded broadcasts and strategic planning. Managing the financial, production and channel distribution of Sportwrap. Responsible for decisions about the editorial content and creative style of the program, including daily content, ensuring the producer's vision is delivered in print, social and digital media.

Minimum Qualifications, Education & Experience

- Diploma or degree in Business Management.
- 5 Years experience in the Media Industry.
- Good general knowledge.
- Knowledge of topical issues and current affairs.
- Valid driver's license.
- Proficient in relevant computer software packages (i.e Google suite and production programs) and application.
- Passion for media.
- Established network of contracts.

Skills & Competencies

- High level of creativity and vision.
- Assertiveness.
- Creativity in design and programme flow.
- Able to work under extreme pressure and to stick to deadlines.
- Good time management and the ability to multitask effectively.
- Attention to detail.
- Good people skills.
- Quality orientation.
- Decisiveness and good judgment.
- Persistence/result orientated.
- Questioning and listening skills.
- The ability to work independently.
- Resilient.
- Initiative.
- Managing schedules for online programmes.
- Managing the daily schedule of the NSH team.

Key Performance Areas

- Daily sport production, coordinating and executing, including weekly and monthly planning of the entire team.
- Manage daily production of all content.
- Technical and creative assistance in and out of the studio.
- Oversee all projects relating to the studio and events involving studio input.
- Ensure project schedules are updated and relevant team members informed of their roles.
- Ensure programme deadlines are strictly adhered to.
- Calibration and quality control of videos.
- Financial Management.
- Monitor, check and correct video for marketing departments and agencies.

Duties & Responsibilities

- Financial Management of NSH.
- Facilitate workflow between programme co-coordinators and design team for all media platforms.
- Taking in briefs, setting them up as jobs and adding them to the schedule.
- Ensuring tasks are allocated to the correct person and with enough time to meet the deadline.
- Updated schedules and making daily bookings, ensuring the smooth running of all studios.
- Develop and maintain good working relationships with other departments within the Organisation.
- Keep accurate administrative records for all programmes – manage expectations on delivery through clear communication and timely updates to programme teams.
- Be the point of contact for any online programme related queries and manage the daily programme.
- Administration and organizational skills with the ability to manage complex schedules and overlapping deadlines.
- Design and layout videos to the marketing department and clients' satisfaction to ensure they are fit for social media platforms.
- Daily content management.

Interested candidates who qualify for the above position can forward their CVS's with certified copies of qualifications and relevant documentation to:

The Human Resources Department

E-mail: vacancies@nmh.com.na. Please write "**Executive Director - Network Sport Hub**" in the subject line.

Please note: Only short-listed applicants will be contacted. No documents will be returned.

Closing date: 17 May 2024

Interviews: 28 May 2024

