

**NAMIBIA MEDIA HOLDINGS (PTY) LTD** an equal opportunity employer has the following vacancy for a dynamic and energetic person with Namibian Citizenship.

## **JUNIOR ASSISTANT EVENT & IT TECHNICIAN**

**Paterson Grade B1**

**Duty Station: Windhoek**

### **Job Purpose:**

- Prime functions are to provide audio visual and IT support to events across all event locations both internal and external.

### **Minimum Qualifications, Education & Experience**

- Diploma related to Audio Visual, Live Events  
OR
- Grade 12 plus 1-year experience in design (preferred newspaper/advertising) for a junior position or at least 4 years' experience in design (preferred newspaper/advertising/video editing) for a senior position
- Computer literate
- Have experience and sound knowledge of standard layout programmes, for example the Adobe Creative Suite (Required version 3. Preferred version 5 and up) and video editing software, such as Adobe Premiere and Adobe After Effects.

### **Skills & Competencies**

- Ability to think logically
- Able to work under pressure and meet deadlines
- Good time management and the ability to multi-task effectively
- Excellent detail and accuracy orientation
- Good people skills
- Quality orientation
- Initiative and pro-active
- Work independently or under supervision in a team
- Willingness and ability to work flexible hours

### **Key Performance Areas**

- To provide technical support to studios and specialized production and facilities during events when necessary
- Positioning and installation of equipment in external and internal sites when necessary
- Assist with support for video/ audio conferencing problems
- Ensure studio equipment are maintained and in working order

### **Duties & Responsibilities**

- Understand the standards of an event production and to be able to specify the appropriate equipment according to each event.
- Provide regular feedback on communication issues and service improvements.
- Focus on service/ operational issues for review
- Proactive maintenance/ reporting to ensure all AV equipment are always of the highest standard and functioning correctly.
- Video/ Audio conference setup and support.
- Assist with first line fault repairs.
- Ensuring equipment is carefully stored and organized in the studio

- Preparing, loading, unloading during and post event.
- Monitoring and proactively maintaining computer systems and networks
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
- Monitoring Helpdesk tickets and resolving user issues.
- Participate in IT related projects to ensure successful implementation

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

The Human Resources Department

E-mail: [vacancies@nmh.com.na](mailto:vacancies@nmh.com.na). Please write “**Junior Assistant Events & IT Technician -Paterson**

**Grade: B1**” in the subject line.

Only shortlisted candidates will be contacted.

No documents will be returned.

Covid-19 vaccination required. Appointments will be granted to suitable vaccinated candidates.

**Closing date:** 29 November 2021

**Interviews:** 02 December 2021