

NAMIBIA MEDIA HOLDINGS

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

PRESENTER

Paterson Grade: C1

Duty station: Windhoek

Job Purpose

Provide live on-air coverage of events to capture the feeling of the game for viewers and listeners.

Minimum Qualifications, Education & Experience

- Relevant tertiary qualification in journalism or media studies or 5 years' experience in media journalism
- Good general knowledge
- Knowledge of topical issues and current affairs
- Valid driver's license
- Passion for media, knowledge of current affairs
- Established network of contacts

Skills & Competencies

- Have a voice people want to listen to. They should be in command of it, speaking clearly and confidently.
- Must interact effectively with other on-air talents as well as, in some cases, in-studio guests and people who call their show.
- Conduct research to generate statistics and trivia about the home team and their opponents.
- Write material for the broadcast or for use in other media.
- Able to work under extreme pressure and to strict deadlines
- Good time management and the ability to multi-task effectively.
- Sound news judgment
- Detail orientated
- Good people skills
- Quality orientated
- Good decision-making abilities
- Persistence/results orientated
- Questioning and listening skills
- The ability to work independently
- Resilient
- Initiative
- Presenting and hosting online programmes
- Experience of on-air reporting and presentation.
- Strong digital understanding and awareness.
- Creativity and ideas generation with the ability to think originally and to contribute fully to the planning process.
- Ability to remain calm while working to deadlines.
- Good team working skills both as a team leader and a team player.

- Proven editorial judgment and the ability to make decisions under tight deadlines.
- Well-developed organizational skills and the ability to maintain a high standard of performance whilst under pressure.
- To alert Editors to breaking news and be ready to file accurate, immediate on-the-spot reports.
- Strive for diversity of contributors, in terms of gender, ethnicity, disability and age.

Key Performance Areas

- Convene regular planning meetings
- Plan and coordinate dissemination of news digitally
- Initiate and innovate new ways to disseminate news
- Assisting all projects relating to the events involving studio input
- Present programs when presenters are unavailable/ unable
- Ensure project deadlines are strictly adhered to

Duties & Responsibilities

- Performing Presenter duties for shows.
- Compile and present engaging content offering new perspective and deeper exploration to stories, interviews, profiles and digital content.
- Plan, structure, write and produce content for use on TV, Digital and Radio and to develop treatments of the highest quality and with journalism at the heart.
- Pitch original stories with both TV and digital treatments, making sure that they work for online, social and TV platforms.
- Work closely with SADC reporters.
- Find and brief contributors for live and edited stories and interview them for broadcast.
- Watch provide commentary to live action events and identify what is important or useful, in order to tell a story through edited highlights.
- Taking in daily briefs, setting them up as jobs and adding them to the schedule
- Ensuring jobs are allocated to the correct journalists and with enough time to meet the deadline
- Forecasting weeks ahead, you'll identify projects at risk, flag resource requirements and book freelancers accordingly
- Create schedules, critical paths for seasonal output, track and monitor projects, lead status meetings
- Develop and maintain good working relationships with other departments within the Organisation
- Keep accurate administrative records for all jobs worked on - manage expectations on delivery through clear communication and timely updates to in-house clients
- Oversee all projects/ events in both copy and design are moving through the process efficiently and are reaching deadlines
- Assist with live events and studio related queries
- Administration and organisational skills with the ability to manage project schedules and overlapping deadlines

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

Please write "**Presenter – Paterson Grade: C1**" in the subject line

Only shortlisted candidates will be contacted.

No documents will be returned.

Closing date for applications : **19 November 2021**

Interview dates : **22 November 2021**