

## **NAMIBIA MEDIA HOLDINGS**

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

### **PROJECT COORDINATOR**

**Paterson Grade: C3**

#### **Job Purpose**

The Production Project Coordinator coordinates and plans production schedules with the department supervisors and ensures that projects are well-organized and meet the deadlines. The coordinator is the communicator between the various departments in NMH to make sure everyone is on the same page.

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

- Minimum of 3 years' experience on project management
- Valid Code 08 Drivers license
- Relevant Tertiary Qualification

#### **Skills and Competencies**

- Attention to detail and accuracy is critical.
- Knowledge of basic design and layout principles is desired.
- Superior language skills in both written and verbal communication.
- Have an understanding of the daily workflow and processes in print and digital media and understand that productivity is a constant factor in Namibia Media Holdings.
- Ability to finish projects within the set deadline.
- Ability to work under pressure, meeting deadlines and ability to solve problems.
- Ability to coordinate efficient and flexible.
- People orientated.
- Assertiveness and pro-active.
- Ability to interact with staff and clients at all levels of seniority.
- Ability to prioritize and proceed with duties at own initiative.
- Good administrative and superior organizational skills.

#### **Key Performance Areas**

- To effectively coordinate and manage projects and project schedules, planning of capacity and determine due dates, which will be submitted to the department supervisors and Production Director for approval.
- Coordinating monthly shift schedules for Editorial- and Production department.
- Coordinating and assisting with the submission of weekly and monthly summary reports to the department supervisors and Production Director.
- Attends and motivate staff during daily and weekly production department meetings.
- Builds and maintains relationships with the teams to develop strong working units and to improve synergy and efficiency.
- Works hands-on with team members on projects and provides support and assistance.
- Ability to motivate staff during daily and weekly production meetings.
- Ensures that the teams have the tools they need to execute the project.

- Coordinate the relevant staff and stakeholders to update the SOP's.
- Implement, enforce and maintain Risk strategies and Policies and making recommendations to management.

Interested candidates who qualify for the above position can forward their CV, accompanied by a covering letter (compulsory), certified copies of qualifications and other relevant documentation to:

The Human Resources Department

E-mail: [vacancies@nmh.com.na](mailto:vacancies@nmh.com.na)

Please write **“Project Coordinator - Paterson Grade: C3”** in the subject line

Only shortlisted candidates will be contacted.

No documents will be returned.

**Closing date:** 25 March 2021

**Interviews:** 29 March 2021