

**NAMIBIAN SUN** an equal opportunity employer has the following vacancy for a dynamic and energetic person with Namibian Citizenship.

**NEWS EDITOR: NAMIBIAN SUN**

**Paterson Grade C5**

**Duty Station: Windhoek**

**Job Purpose**

To initiate, drive and co-ordinate the news for the main section of the newspaper.

**Minimum Qualifications, Education & Experience**

- Relevant tertiary qualification in journalism or media studies
- 10 years editorial experience
- Thorough working knowledge of newspaper production and the media environment
- A well-established contact base; Proficient in relevant computer software packages and applications
- Valid Driver's License

**Skills & Competencies**

- Excellent people's relations skills
- Excellent verbal and written skills in relevant languages
- Good time management and the ability to multi-task effectively and follow through
- Problem solving ability
- Detail orientation
- Planning and organizing skills
- Able to work under extreme pressure
- Shows initiative and can act independently
- Resilient
- Inquisitive

**Key Performance Areas**

- Responsible for the daily news content of the newspaper
- Produce a comprehensive news diary and assign stories reporting staff
- Keep abreast of national news and important international news
- Coordinate news gathering
- Identify and develop news articles and news themes
- Brief and debrief reporters
- Monitor the progress of articles
- Lead and manage a team of reporters

**Duties & Responsibilities**

- Responsible for the daily news content of the newspaper, ensuring that it meets quality requirements and meets deadlines
- Identify and evaluate news articles to sustain high level of relevance in news content
- Produce a comprehensive news diary on a daily basis to assign stories to appropriate cadet-/ junior- / senior/ and reporters and chief reporters
- Keep abreast of national news and important international news, coordinate news gathering on a daily basis to achieve daily deadlines and ensure the paper stays relevant
- Identify and develop news articles and news themes to improve content of the paper
- Identify strong follow-up angles to ensure continuity in news coverage

- Remain on top of news across the whole media spectrum to provide guidance to journalists
- Liaise with and co-ordinate news coverage from the bureaus, regional offices and centralised sections (sport, business, art, photo's, etc) to ensure relevance country wide
- Identify and create story ideas and themes on the general news front, including the identification of photographs and other visual material to enhance quality of the paper
- Brief and debrief reporters on stories to facilitate their professional development and guide them to achieve excellence in delivery
- Monitor the progress of articles and reports throughout the news cycle to adhere to set deadlines
- Lead and manage a team of reporters/journalists to achieve and maintain competitive edge in the news market
- In the absence of the Editor and Deputy Editor, acts as Editor.
- Comply with the requirements of the Namibian Press Code to ensure ethical behaviour at all times

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 "**News Editor: Namibian Sun -Paterson Grade: C5**" in the subject line

For further details on job requirements and competencies visit

<http://nmh.com.na/vacancies>

Only shortlisted candidates will be contacted.

No documents will be returned.

**Closing date:** 17 September 2020

**Interviews:** 21 September 2020