

NETWORK TELEVISION NTV

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

Job purpose

Responsible for overseeing the entire production of a live or recorded broadcast. Managing the financial, production and channel distribution of NTV. Responsible for decisions about the editorial content and creative style of a program, and ensuring the producer's vision is delivered.

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.

Key Performance Areas

- 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 NTV.
- Facilitate workflow between programme co-ordinators and design team.
- 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.

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

The Human Resources Department

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

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

Closing date: 07 May 2024

Interviews: 13 May 2024