

# nbcVacancy

The NBC is a national public service broadcaster which is undergoing exciting and promising changes. Employment opportunities, therefore, requires the profession of German Speaking Namibians to occupy the following positions:

**DEPARTMENT** : German Service  
**JOB TITLE** : Media Planner  
**ONE (1) POST** : Windhoek  
**JOB PURPOSE** : Under the supervision of the station manager of the specific radio language service, the job purpose of the Media Planner is to assume full responsibility for the production and broadcast of audio content to be delivered on all NBC multi-media platforms. The Media Planner works with the studio producers, field producers, freelance producers, translators and compilers. He or she is also responsible for the business and commercial management of the programmes.

**DUTIES & RESPONSIBILITIES:**

- Multimedia target audience needs assessments;
- Monitors audience numbers and tailoring shows to meet demands;
- Multi-media grid and bi-annual cycle planning;
- Multi-media content planning and platform design
- Monitors, assesses and reports on content and technical standards of all production and publications;
- Exercises editorial control of all new media content as per set standards;
- Supervises delivery of all new media content planning, production and publication;
- Coordinates the work of various production teams to for the slotting of sales advertisements on radio;
- Provides formal feedback to individuals and groups

**REQUIRED COMPETENCIES:**

- Planning Abilities** - Must be able to advice on programme subjects based on background research information and issues;
- Understanding of Audiences Abilities** – Must be able to define the audience for the programme (e.g. farmers, etc.)
- Relationship Building Abilities**– Must be able to foster good relationships with sources. Keep sources confidential and know and comply with the code of ethics

**Communication Abilities** – Must be able to speak effectively before groups of employees and customers of NBC. Be able to read and interpret research data.

**Computer Abilities** – MS Office, Internet, Spreadsheets, etc.

**Driving Ability** – Must be licensed

**MINIMUM QUALIFICATIONS:**

A seasoned radio broadcaster of many years' experience (not less than 5 years) coupled with a post tertiary qualification to the level of a 4 years bachelors' degree or an equivalent qualification from a recognised institution.

**DEPARTMENT** : German Service

**JOB TITLE** : Field Producer

**ONE (1) POST** : Windhoek

**JOB PURPOSE** : Multimedia content planning, production and promotion.

**Key Performance Areas:**

**Planning Team**

- Multimedia target audience needs assessment.
- Multimedia Content Planning and Product Designs

**Production**

- Multimedia research
- Multimedia scripting
- Multimedia production
- Multimedia content administration

**Promotion**

- Productions
- Platforms

**Translations**

- As required

**Quality Control**

- Content
- Technical

**Skills, Knowledge and qualifications requirements**

- Relevant 3-year tertiary qualification (Degree or Diploma)
- 2 years proven experience within the field.

**DEPARTMENT** : German Service  
**JOB TITLE** : Studio Producer  
**TWO (2) POSTS** : Windhoek  
**JOB PURPOSE** : Multimedia content planning, production and promotion.

**Key Performance Areas:**

**Planning Team**

- Multimedia target audience needs assessment.
- Multimedia Content Planning and Product Designs

**Production**

- Multimedia research
- Multimedia scripting
- Multimedia production

**Publication**

- Platform publication
- Product publication
- Pre-publication preparation
- Post-publication preparation
- Publication administration

**Translations**

- As required

**Quality Control**

- Content
- Technical

**Skills, Knowledge and qualifications requirements**

- Relevant 3-year tertiary qualification (Degree or Diploma)
- 2 years proven experience within the field.

**ENQUIRIES** : Ms Lucia Engombe

**TEL NO.** : 061 - 291 2005

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