

### **Terms of Reference of Visual Editor**

- To work closely with other team members to achieve the desired end result
- Experimenting with styles and techniques including the design of graphic elements
- Carry out ad-hoc assignments as and when required by the management
- To package daily announcements/advertisements efficiently
- Ensure timely packaging and quality control of commercial ads and activities
- Visual editing of daily public service announcements and audio/visual advertisements/programs for both TV & Radio Channels
- Check text to ensure it is simple and logically structured
- Ensure the text is in line with the clients' demand
- Overseeing packaging of daily announcements and announcements line-up
- Submitting daily announcement report
- Any other job assigned by department and division heads
- Meeting production dateline of PSAs and ads.
- Meeting the dateline for airing of daily announcements and commercial ads.
- Any other job assigned by Manager, GM & MD

### **Competencies required**

He/she should be;

- Creative, resourceful, capable of making mature, independent decisions
- Committed to public service broadcasting
- Have high regard and respect for teamwork
- Willing to work odd hours and in remote places
- Sensitive to culture, race, religion and gender etc.

### **Qualification**

He/she should have

Minimum Class XII pass, preference will be given to those who already have skills in visual editing

**Selected candidates will be placed in BBS grade S2 -2 with the starting salary of Nu.14,430.00 plus corporate allowance**

