

VACANCY: SUB-EDITOR



New Era Publication Corporation (NEPC) invites applications from suitably qualified applicants for the position of Sub-editor: Kundana, Windhoek Office.

The Sub-editor is responsible for processing final copy of stories, features, and articles before they are published, and to ensure that it is grammatically and factually correct.

KEY PERFORMANCE AREAS:

- Responsible for the preparation of final copy before publication in the newspaper and other specialised and/or special projects publications;
- Ensure conformity of editorial and advertising materials to house-style, typographic and content accuracy;
- Translation of English to Oshiwambo;
- Copy sub-editing, writing headlines and captions, layout and design, as well as spell-checking and grammar;
- Any other tasks as may be assigned by the Editor or any other person designated by him/her.

MINIMUM REQUIREMENTS:

- Bachelor degree in social sciences, media studies or communication (NQA Level 7);
- Four (4) years relevant working experience;
- A code 08 driver's license would be an added advantage.

COMPETENCY/SKILLS:

- Good editing skills;
- Excellent command of the English and Oshiwambo languages;
- Good general knowledge;
- Be able to work efficiently and effectively under pressure
- Leadership qualities;
- Good interpersonal and organisational skills;
- Proficient in various software applications.

Applicants who qualify for this position can submit their non-returnable CV's with certified copies of all qualifications and relevant documents to:

The Human Resources Department
New Era Publication Corporation
Private Bag 13364
Windhoek

Or

RECEPTION
New Era Publication Corporation
Cnr of Dr W.Külz and Kerby Streets
Windhoek

Email: fndadi@nepc.com.na

Closing date: 18 December 2017

