



P.o. Box 26016, Windhoek, Tel; 061 207 2851, 3 Gluck Street, Windhoek West, NBIC Innovation Village.

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## VACANCIES

### *Students Daily Online Newspaper*

Ethics Productions is hereby inviting potential students that are willing to fill the following positions and advance their careers while studying. Today's market highly demands experienced and equipped workforce that will drive organizations to greater heights. Therefore, this is a stepping stone for scholars to showcase their abilities.

#### **The Editor-in-Chief**

The Editor-in-Chief is responsible for the coordination of the Editorial Board and staff in the production of the newspaper. He or she makes the final decision on the total number of pages per issue and the number and location of pages allotted to each department.

- ❖ He or she ensures all copy is properly edited and the layout of each page is satisfactory.
- ❖ The Editor-in-Chief makes the final decision on the content of each paper.
- ❖ Being the final checkpoint and language of the content.
- ❖ Overseeing and managing the section editors who edit and produce the content.
- ❖ Managing the company's publications position among the competitors.
- ❖ Ensure errors free content before publication. Ensure that the entire publication is properly laid out and full by conducting a final review before publication.
- ❖ The editor in chief will be reporting to the Advisory board.

#### **Requirements**

Must be a Journalism/Communication/English student in a third year of studies.  
Must have completed Professional writing as a module, with at least a credit.

#### **Additional Requirements**

- ❖ A strong Background of Liberal art
- ❖ Broad knowledge in current Affairs
- ❖ Experience in the Media Industry
- ❖ Leadership Background an Advantage
- ❖ Good Communication skills, both writing and verbal
- ❖ Able to handle confidentiality
- ❖ Ability to work under pressure, Time bound and able to take own initiatives.
- ❖ Demonstrate maturity and practice the code of media ethics.

## **Section Editors/Journalists x 4**

The Liaison officers will be responsible for:

Section editors' responsibilities include the assignment of articles to staff and writers, editing of copy, and selection and placement of stories within their appropriate section. For sensitive issues or where there is doubt or disagreement, the Editor-in-Chief's decision will be final.

- ❖ Collect stories on their specific sections
- ❖ Liaise with the Polytechnic community on any news concerning the students.
- ❖ Edit the copy and check grammar, spelling and grammatical mistakes and revise the content when appropriate.
- ❖ Creating the Headlines and stand first, as well as the Layout of the page.
- ❖ Check and confirm facts with all parties involved in the stories.
- ❖ Reporting to the Editor in Chief.

## **Requirements**

- ❖ Undergraduate in Journalism/Communication
- ❖ Excellent Writing and Communication skills
- ❖ Must have passed English with a C in Grade 12
- ❖ Must have passed professional Writing with at least a credit.
- ❖ Must have good Reporting skills

## **Additional Requirements**

- ❖ Owning a laptop will be an added advantage.
- ❖ Good knowledge and understanding in current affairs at the institution.
- ❖ A positive attitude and ability to work under pressure
- ❖ Ability to work independently and taking own initiative.

## **Liaison Officers x 2 (1xPrivate Sector and 1x Public Sector)**

The Liaison officers will be responsible for:

- ❖ Follow up with Companies, Ministries, Agencies and NGOs on existing projects
- ❖ Filing, Billing and data processing
- ❖ Ensuring proper contact with the Industry, both Public and Private institutions
- ❖ Obtaining/Receiving data from Public and Private Companies.
- ❖ Ensure prompt response to clients (Ministries/Agencies/Companies/NGOs).
- ❖ Conducting presentations with clients
- ❖ Reporting to the Head: Administration and Corporate Affairs.
- ❖ Successful candidates will go through three months probation.

## Requirements

- ❖ Undergraduate majoring in Business Administration/Marketing
- ❖ Must have completed their Second year of Studies
- ❖ Communications skills above average.

## Additional Requirements

- ❖ Strong Organizational and time Management skills
- ❖ Ability to baby sit
- ❖ Good computer skills
- ❖ Able to juggle many tasks at once
- ❖ Good communication skills
- ❖ Good Customer care skills
- ❖ Ability to handle stressful situations and meet deadlines.

## Other Benefits

- ❖ Medical Aid
- ❖ Make Up Allowance (**Liaison Officers**)
- ❖ Sick, Maternity and Compassionate leave
- ❖ Birthday leave and birthday features

Interested Applicants should forward their Motivational letters, accompanied by their CVs to: **Head: Administration and Corporate Affairs**, Mr. Brighton Makufa [makufab@gmail.com](mailto:makufab@gmail.com) +264 81 414 8815

Closing date: 06 February 2012 12:30.

For further details, contact 061 207 2851, or visit us at 3 Gluck Street, NBIC Innovation Village, or visit our website [www.ethicsproductions.webs.com](http://www.ethicsproductions.webs.com)