

**Job Title: PRODUCT EDITOR - FULL WOMAN- RE-ADVERTISED**

**Reports to: FEATURES EDITOR - WEEKEND**

**Department: EDITORIAL**

**Job Purpose:** To coordinate compilation and publication of the Full Woman magazine and ensure its content is written and edited to meet journalistic ethics, editorial objectives, house-style and within set deadlines.

**Main Responsibilities:**

- Responsible for content of the Full Woman magazine in line with MPL's editorial line
- Supports preparation and realization of long-term and short-term plans regarding the magazine based on continuing consultations with the Features Editor - Weekend
- Conceptualizes story ideas, develops and discusses them with writers
- Selects stories that are interesting, relevant and informative to the target group
- Assigns writers to carry out research, interviews and compile stories
- Ensures the stories are edited to meet journalistic ethics, editorial objectives and house-style
- Supervises the design and layout work for the magazine to ensure that it is attractive and appealing to readers
- Ensures the pages are delivered to the press within set deadlines
- Reviews product performance through market research done and develops new content to satisfy readers demands
- Closely co-operates with editorial graphic designers regarding magazines design and format
- Seeks external sources of information/contributors; orders and receives external contributions

**Qualifications and Experience:**

- **Academic:** University Degree in Mass Communication or any related field from an accredited institution.
- **Professional:** Diploma in Journalism
- **Experience:** At least 5 years journalism experience and demonstrated writing and editing experience in a newsroom, with a minimum of 2 years' experience in an Editor position

**Core Competencies:**

- Excellent writing and editing skills, with good understanding of editorial practices, writing and editing requirements in a busy newsroom
- Must have a good eye for detail, with excellent spelling, grammar and punctuation skills.
- Good organizational skills and ability to work effectively with the team and collate material from multiple sources
- Ability to provide vision to the department
- Ability to track, review and manage team performance effectively
- Strong interpersonal skills & communication skills
- Very strong analytical skills
- Strong writing and reporting skills
- Innovative and creative
- Flexible and agile
- Drive for results

If you believe that you are our ideal candidate, please submit your application, detailed CV and academic documents with a daytime telephone number by **21<sup>st</sup> July 2017** to: [resourcing@ug.nationmedia.com](mailto:resourcing@ug.nationmedia.com)

**Please note that short listed candidates will be contacted.**