

RETAINED SUB EDITOR-ONLINE - 1 POSITION

Reports to: ONLINE EDITOR

Department: EDITORIAL

Job Purpose: To compile and edit relevant and appropriate breaking news and other content from MPL's news channels including print, radio and digital, and repackage it where necessary and post it on websites for online clients.

Main Responsibilities:

- Checks and corrects selected editorial copy, headlines and captions for facts, accuracy, taste, house-style, language use, clarity, details and objectivity
- Edits copy to appropriate length, clarity and style without distorting facts or dispensing with salient points
- Selects and edits pictures and writes/re-writes appropriate captions to enhance their quality
- Removes unnecessary detail from copy and ensures that the stories are free of libel
- Ensures that online content is written and presented in a format that meets web usability standards (i.e. usage of keywords, meta tags, alt tags for images, etc.)
- Edits sound clips for various platforms
- Edits videos for various platforms
- Ensures proper lay out of copy and pictures/graphics on web pages
- Tailors stories to reflect interests of an international audience
- Responds to feedback, complaints and suggestions from online readers
- Constantly updates the website
- Implements design and editorial content, programmes interactive interface elements like chatrooms, forum and opinion polls

Qualifications & Experience:

Academic: University Degree in Mass Communication or any related field from an accredited institution.

Professional: Diploma in Journalism

Experience: At least 3 years journalism experience and demonstrated writing and editing experience (preferably digital) in a newsroom

Skills:

- Excellent writing and editing skills, with good understanding of online writing and editing requirements such as the use of keywords, hyperlinks and navigation
- Must have a good eye for detail, with excellent spelling, grammar and punctuation skills.
- Advanced computer skills and experience in web programming, IT and multimedia
- Deadline oriented
- Proven competency / tech savvy
- Good understanding of social media
- Good understanding of search engine optimisation

If you believe that you are our ideal candidate, please submit your application, detailed CV and academic documents with a daytime telephone number by 18th August 2017 to: resourcing@ug.nationmedia.com

Please note that only short listed candidates will be contacted.