



UNIVERSITY OF NAIROBI INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR PRODUCER GRADE DEF, UNIVERSITY OF NAIROBI RADIO AND TELEVISION STATION, DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION - AD/7/82/22 - 1 POST

The Senior Producer is expected to:

- Assign duties to reporters and correspondents
- Develop contacts within the University, government and private sector
- Devise and implement strategies to continuously grow news audience numbers
- Edit news items from reporters and correspondents
- Ensure news balance, factuality, accuracy and adherence to the company editorial policy
- Ensure quality of news content
- Ensure the Radio/TV programs meet editorial standards
- File quarterly compliance information with Communications Authority (CA)
- Generate news and feature stories for Radio and TV stations and other platforms
- Guide correspondents on coverage and packaging of news items
- Lead in planning and strategic direction for the Radio/TV station
- Manage the station production team
- Monitor news-based content
- Oversee and manage the day to day program productions
- Script and oversee Radio/TV Program production
- Structure the day's news outlook and chair planning/strategy meetings.

Qualifications and Experience

- Bachelors degree in Communication, Journalism, Media Production or a relevant field from a recognized institution.
- At least three (3) years' experience at senior production level

Skills and Personal Attributes

- Must have proven leadership and management skills of radio/TV production teams
- Must have a sound understanding of transmission and recording systems, audio/TV systems and communications equipment employed in the studio.
- Need to demonstrate a high degree of editorial awareness and judgment
- Possess excellent communication skills

- Strong writing and news editing skills
- Understanding of Media Laws and Ethics
- Self-driven, assertive, punctual and organized
- Have a nose for news and widely knowledgeable
- Pays attention to detail
- Sound understanding of the local media landscape
- Demonstrate enthusiasm, drive, commitment, honesty and loyalty
- High degree of integrity

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed to recruit-spurtsdjmc@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY, JULY 29, 2022

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**