

JOURNALIST JOB DESCRIPTION

Position: JOURNALIST (Finance & Economics)	Department: NEWS & CURRENT AFFAIRS
Key Result Area	Description
1. Planning	<ul style="list-style-type: none"> • Develop daily work concepts for morning News meetings • Identify, establish and maintain key local and international contacts and build media networks • Identify training needs • Identify and make technical improvements
2. Key Roles	<ul style="list-style-type: none"> • Focus primarily on sourcing broadcast content related to Finance and Economics. • Present live and recorded television, radio and online news bulletins, interviews, panel discussions and field reports. • Undertake research on topics related to news stories • write, edit and produce news reports for TV, radio and online • attend events and submit news reports • verify news statements to ascertain the accuracy of the information • Stay up to date with laws relating to privacy, contempt and defamation • liaise with internal and external stakeholders to strengthen news coverage • keep up-to-date with technological and software advancements
3. Revenue Opportunities	<ul style="list-style-type: none"> • Work to identify revenue opportunities without compromising on editorial independence • Work within the limitations of the budget as set by the Editor and Senior management
4. Relationship management	<ul style="list-style-type: none"> • Be a team player • Build a network of solid sources of news including from within local, provincial and national government, diplomatic circles, the private sector, NGOs, and other community-based organisations.
5. Reporting	<ul style="list-style-type: none"> • Monthly report to the Editor News, Current Affairs & Sports. • Regular report of impact assessment. • Report achievement of targets.
Key Performance Indicators	
<ol style="list-style-type: none"> 1. Accuracy & Timeliness - Pay attention to detail including checking the facts of content to ensure it is accurate, reliable. Meet deadlines and expected revenue target. 2. Commitment to work – Show interest and enthusiasm for the job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC policies. 3. Initiative – Completes work independently with little or no supervision; identifies any problems on the job and solves them or speaks up about it. 4. Teamwork – Displays initiative and teamwork between staff and management. 5. Quality of Reporting – Provide quality reporting by impact assessments for improvement. 	

Qualifications, Skills and Experience

A minimum of 5 years work experience in media or any other related field.

- Demonstrated leadership, creativity and initiative
- Proven interest and experience in health and environment reporting
- Ability to provide evidence of networking with Government, diplomatic circles, private sector, NGOs and individual news sources
- Excellent verbal and written communication skills
- Strong Interpersonal & various Media skills
- A valid driver's license is desired but not mandatory
- Proficiency in written and spoken Bislama, English and/or French is essential
- Proven enthusiasm, confidence and Perseverance.