

	<b>RECRUITMENT NOTICE</b>	

### JOB OFFER

As part of its development, Africanews launches a tender to recruit a **Magazine Productions - Supervisor**

**Job Title :** Magazine Productions - Supervisor

**Classification/ CATEGORY :** 7<sup>th</sup> Grade 1

**Collective Convention:** Personnel of Information and Communication, of the Republic of Congo.

**Department :** Production

### GENERAL TASKS

The **Magazine Productions - Supervisor** will participate in the organization of the entire audiovisual production process, in close collaboration with the Editorial Direction.

He (she) has a reporting and leading role vis-à-vis the Production Assistants.

He (she) organizes the realization of audiovisual projects according to production requirements (budget, programming, broadcast, within time frame)

He (she) must show high level of availability ( working during irregular hours, outstations during weekends, traveling ... )

### KEY ACTIVITIES

#### Management of processes of audiovisual productions

- Conception, monitoring and follow up of production process. In collaboration with the Editorial Team (News room) and Financial Management (budget, resources, Teams)
- Work with various departments in the process (management, Editorial, Editing and Graphics, Mixing, Broadcast, technical support ...) and with external collaborators (Interpreters, producers, camera crews etc.)
- Communication of necessary information (instructions) to different teams
- Monitoring of different creative elements ( audio, graphics, editing, promotions and any other potential element during the production process)

#### Administration and coordination of human and financial resources

- Participation in pre- production meetings, preparation and supervision of production budgets of these productions
- Recruitment of technical, artistic and administrative staff, when appropriate (as per request)
- Follow up of production teams out stations and planning, coordination of the production and post-production staff

- Coordination of service meetings and inter-service production meetings
- Evaluation at the right time of out station and in-service staff outputs and work conditions (status)
- Creation of reporting and monitoring sheets of production activities

## **PROFILE :**

- Graduate (A-Level + 2/3) minimum in the domain of mass communication and broadcasting. In Audio-visual production management or equivalent, will be ideal with experience of at least two years
- Experience (minimum 2-5 years ) in audiovisual production , field experience in the organization of production and post-production ( mobile production units , transmission, event management , management of film crews, management of live productions , post- production follow-up , dispatching (distribution) process ... )
- Experience in audio-visual productions in international milieu
- Mastering of the latest technologies related to audio-visual production and post-production.
- Language: Speaking and writing in French and in English is obligatory. Other language is a plus.

## **SKILLS / KNOWLEDGE**

- Good knowledge of Audiovisual and technical vocabulary and expressions
- Excellent knowledge of the conception processes of a program and constraints of live production
- Strong sense and ability of organization, discipline and team work
- Ability to anticipate and make proposals
- Availability, adaptability, good management of stress and the unexpected
- Great inter-personal and writing skills
- High level of Discretion, confidentiality of processed and possessed information
- Computer knowledge : MS Excel, MS Word
- Mastering of the latest technology related to audio-visual production and post-production
- Language: Speaking and writing, French and English (Bilingual) perfectly is obligatory

## **APPLICATION**

Please send cover letter and resume under the reference : MAGAZINE PRODUCTIONS SUPERVISOR

- at 15 Avenue Charles de Gaulle 4<sup>ème</sup> Etage
- via mail to [talent@africanews.com](mailto:talent@africanews.com)
- or via ONEMO