

	RECRUITMENT NOTICE	

JOB OFFER

As part of its development, Africanews launches a tender to recruit a : Productions Supervisor

Job Title : Productions Supervisor

Classification/ CATEGORY : 7th Grade 1

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

Department : Production

GENERAL TASKS

The **productions supervisor**, working under the authority of the Production department. Has as responsibility to produce the planning's and do follow up of materials (equipment's) , logistic, human resources financial aspect of productions of Africanews in collaboration Editorial, Technical, Financial and Human Resource departments.

KEY ACTIVITIES

He (She) is in charge of :

- The overall coordination of production and the smooth operation of shows
- Definition of production budget
- The organization and monitoring of production schedules
- The overall organization of tasks (out stations): recruitment of technical staff, negotiating with various parties, production logistical rentals, follow up.
- Putting in place a production work flow sheet
- Production cost tracking and coordination with the Finance Department
- The connection between the post-production and other services of Africanews to ensure, the publishing (broadcast) of productions
- Monitoring of contractual obligations as well as image and music rights.
- The establishment of contracts (intermittent , freelancers and service providers)
- The job training (tutoring) of Newcomer
- He (she) is called to be part of an out station mission (production)

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 live productions , post- production follow-up , dispatching (distribution) process ...)
- Experience in audio-visual productions in international milieu
- Mastering of the latest technology related to audio-visual production and post-production.
- Language: Speaking and writing, French and English (Bilingual) perfectly 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 in French and English (Bilingual) is obligatory

APPLICATION

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

- at 15 Avenue Charles de Gaulle 4^{ème} Etage
- via mail to talent@africanews.com
- or via ONEMO