



POSITION DESCRIPTION

Name:	Position Title : Communications Production Staff
Department: Communications	Reports To: and
Direct Reports: Communications Specialist (Focal Person for the Communications Department of the NSD Project)	Location: National Head Quarters
Purpose Statement	
<p>The Communications Production Staff, under the management of the Communications Department, is responsible for all production, logistical, operational and administrative functions in the delegation, ensuring overall compliance to Federation's procedures and policies to ensure smooth running of the aforementioned functions of the office.</p> <p>This position will demonstrate practical and creative abilities in digital media production, such as digital sound, digital radio, web-casting/streaming, interactive software design, digital video, video production techniques and multimedia project creation. He/she should possess an understanding of the concept, design and development of digital media projects, including extensive knowledge of variety of design, development, and production software and technology.</p>	
Key Result Area:	Duties and Responsibilities:
<p>KRAs based on the expected tasks (%)</p> <p>Hardware and Software Management (____%)</p> <p>He/she shall ensure that all communication equipment either hardware and software are maintained and periodically evaluated to ensure its maximum service and production delivery.</p> <p>Design, Development and Management of Digital Media Projects (____%)</p> <p>He/she shall work closely with the Senior Staff, Communications Manager, NSD Project Team for all projects duly approved for execution and conduct periodic monitoring and evaluation with inputs from the aforementioned members of the project team.</p> <p>Operational and Logistical Management of the Studio (____%)</p> <p>He/she shall ensure that all assigned communications and production equipment are secured, safely maintained and available for the use of the other members of the</p>	<ul style="list-style-type: none"> • Establishing and running the digital studio from creative/artistic & operational perspectives. • Co-developing & maintaining the visual identity and style of PRC's digital output across all platforms. • Developing and delivering thought leadership and creative solutions that strengthen PRC's presence in the digital content spheres. • Promoting continual creative improvement and actively contribute to a culture of innovation, excellence and accountability. • Creating various templates for various content types, as well as the visual elements libraries for all the brands of PRC digital. • Determining the overall style or tone desired for each brand, channel, platform or story. • Building and maintaining world-class visual storytelling identity for PRC. • Supervising digital designs & ensure optimum workflow with the editorial staff. • Directing the filming of original stories, segments & mini documentaries. • Developing detailed budgets and timelines



POSITION DESCRIPTION

Name	[Redacted]
Department/Office	Department of [Redacted]
Job Title	[Redacted]
Description of Duties	[Redacted]
Key Results Areas	[Redacted]
Qualifications	[Redacted]
Reporting Relationships	[Redacted]
Physical Demands	[Redacted]
Other Information	[Redacted]



<p>communications department.</p>	<p>for original content & external assignments.</p> <ul style="list-style-type: none"> • Overseeing the execution of all creative efforts on projects to ensure they are on strategy, on brand, on budget and on schedule. • Leading other members of staff who develop visuals & layouts. • Oversee the production of digital media including videos, website development, online advertising, and email marketing. • Take briefs from clients and foster long-lasting relationships with them. • Ensure all clients are updated on the delivery of digital campaigns. • Coordinate with project team to guarantee the workflow, documentation, and design standards are being upheld. • Prepare accurate status reports. • Identify any issues and resolve them in a timely manner. • Direct a team of developers, designers, and strategists to ensure that the final product is consistent with the project's and stakeholders' vision. • Provide cost estimates and quotations, and monitor budgets, when needed. • Manage the production schedule for several platforms across different formats (including TV, online, radio and print), to fulfil production targets and ensure all production information is recorded and tracked in a systematic way. • Support the Department in information collection and reporting, including drafting a monthly production update. • Deliver remote/online media training and capacity-building to project partners, as required. • Liaise with the team's Focal Person to ensure the impact of media content is effectively measured and captured.
<p>Qualifications/Minimum Education: Bachelor's Degree Graduate</p>	
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Passion for creative works and agency servicing to multi-industry levels • A collaborative and problem-solving mindset • An eye and attention for visual details such as color, typography, and copy proofing • The ability to multitask and problem-solve 	<p>Work Experience & Skills:</p> <ul style="list-style-type: none"> • Bachelor's degree in Communications Technology, Development Communication, Video Production, Film, Multimedia Production, Digital Communications, Marketing, or related field, or equivalent work experience required