



TTT LIMITED

NEWS AND CURRENT AFFAIRS MANAGER

Job Description

Job Title: NEWS AND CURRENT AFFAIRS MANAGER	Reports to: CHIEF EXECUTIVE OFFICER
Directly Supervises: <ul style="list-style-type: none"> Deputy Head of News Administrative Coordinator 	Department/Level: Exec./Mgmt.
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APPROVALS (Signature/Date)	
Chief Executive Officer/Date	Human Resources Manager/Date

1. Job Function

The **News and Current Affairs Manager** is the main source of direction and development and is responsible for the administration and management of the news operations of TTT Limited, consistent with the strategic implementation of the company's mission and vision, ensuring that it takes its rightful place as a first in class broadcaster. **All activities must conform to organizational guidelines and standards and to all legal requirements of the industry.**

2. Principal Duties and Responsibilities

1. Define TTTL's overall editorial and strategic direction for News and Current Affairs, ensuring always that outputs meet, and exceed, agreed journalistic standards and regulations
2. Develop and implement effective plans for the management of resources in a converged environment where news content can be effectively shared between the television and radio arms of TTTL's operations.
3. Direct the gathering and production of content for broadcast and digital platforms leveraging the use of digital tools to enhance newsgathering and dissemination
4. Gather and verify information regarding stories to ensure accuracy of content
5. Be responsive and aware of changing news trends, and demonstrate the ability to respond appropriately, ensuring that TTT Limited's News and Current Affairs Unit remains a competitive force in the coverage of breaking and developing news stories.



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2. Principal Duties and Responsibilities cont'd/....

6. Manage human and technical resources to achieve department goals
7. Prepare and submit relevant reports to the Chief Executive Officer
8. Performs all functions related to the performance management process and ensures that Key Performance Indicators (KPIs) are aligned to the departmental goals.

4. Qualifications and Experience

- Bachelor's Degree in Journalism, Mass Communications or similar related field
- Masters' Degree will be considered an asset
- Minimum of seven (7) years' experience in a similar position, preferably in the electronic broadcast industry

5. Required Competencies

- Proven, high quality editorial judgement
- Superior planning and organization skills
- Strong understanding of current markets, trends and issues within the industry with a demonstrated ability to respond to changes in the news environment
- Demonstrated ability /knowledge of new media trends and effective use of social media platforms
- Strategic thinker- ability to decipher complex problems and proffer solutions to same
- Demonstrate some level of familiarity with broadcast technology and equipment
- Ability to manage numerous diverse and timebound assignments/activities simultaneously
- Ability to handle day-to-day issues that may arise in the assigning / re-organization of staff resources on a daily basis
- Experience in departmental budgeting
- Demonstrated leadership skills, particularly in managing teams in a high-paced environment.