

CALL FOR ASSISTANT EDITOR

Job Title : Assistant Editor
Term : Fixed term contract
Duration : 3 Months – 1st of May 2020 – 31st of July, 2020; Renewable
Remuneration : Commensurate with skills and experience
Location : The cloud, but be available to meet in Lilongwe at least once a month

By Ntha Media is a Production & Publishing Marketing & Communications Company which specialises in creative digital storytelling.

We are soon to launch the Morning Star Newsletter, and are looking for an assistant editor to work with towards this goal. We need a brilliant editor with a great eye for detail, who can create catchy headlines both for digital & print, summarise with style, and is keen to learn the basics of design.

The assistant editor will coordinate and manage editorial team in the absence of the senior editor.

KEY TASKS

Editing all articles which go into the Newsletters
Editing all blog content on www.byntba.com
Summarising content for the digital Newsletters
Other editorial tasks, as required

REQUIREMENTS

Hold a relevant degree, or equivalent
Be able to work with a diverse team of young people
Excellent communication and organisational skills
Knowledge of most Microsoft components, particularly word
Basic knowledge of Canva, and attention to detail
Self-motivated, and ability to work in tight deadlines
Being based in Lilongwe is an added advantage, but not mandatory.

Interested parties, should send a 1 Page CV (Canva style), and motivation letter to vacancies@byntba.com by the **10th of April, 2020**. Shortlisted candidates will be contacted by **31st April, 2020**.