



Job Description

- **Vacancy Number:** SAMO-010102019-1
- **Location:** Kabul, Afghanistan
- **Organization:** Salam Afghanistan Media Organization (SAMO)
- **Job Category:** Media
- **Employment Type:** Full time
- **Salary Range:** As per SAMO Salary Scale Policy
- **Position Title:** Chief Editor
- **Nationality:** Afghan
- **No. of Jobs:** 1
- **Shift:** 8:00 AM to 4:40 PM
- **Experience:** 5 years
- **Start date:** 09/ 01 / 2019
- **Expiration Date:** 20/ 01 / 2019
- **Gender:** Male/Female
- **Education:** Bachelor's degree in journalism, or social sciences in general; or equivalent amount of knowledge and work experience in the field;

About SAMO:

- Salam Afghanistan Media Organization (SAMO), known for its radio network (Salam Watandar), is a prestigious media organization based in Kabul with 86 partner stations throughout Afghanistan in each and every province. SAMO is a multi-media platform media organization which reaches out to Afghans nationwide. The main platforms consist of radio, social media, video and print media to boost awareness, stir debate and engage citizens around important issues affecting them. SAMO works with partners at the national and international levels to ensure that an impartial and non-aligned media thrives in Afghanistan.

Values

- The organization aspires to a working environment that values honesty, integrity, fairness, respect, creativity, and equality.

Organizational Vision - The SAMO we are building

- SAMO will be a funding-diversified, sustainable and independent multi-media platform. Its governance and leadership will function according to the international standards of good practice. National and international partners will consider SAMO as a model of institutional and organizational excellence.

Afghans are active citizens, not passive subjects:

- Political and community leaders will listen to and take account of the voice of ordinary people.
- Young people will be better informed, less manipulated by those who seek to exploit them, and increasingly perceive themselves as having the right to express their aspirations.
- Women's rights is promoted to empower and engage them in all spheres of life
- Farmers will have increased access to information about how to be more successful and profitable.
- Business people will understand their social responsibilities.

Duties & Responsibilities:

- He/she is the lead editor and the go-to-person in the overall News Room department of Salam Watandar;
- Leads the News Room Department and is responsible for delegating tasks to News-Room staff and managing these tasks;
- Manages the overall operations and work of the News Room at Salam Watandar;
- Supervises editors, Reporters and Interns on various roles, including the online team;
- Ensures keeping up-to-date on news and current affairs, provides advice and consultation to his/her subordinates;
- Edits, fact-checks and corrects spelling/grammatical errors, writing-style, sound, photo, etc. before broadcasting/publishing;
 1. Responsible for final draft of reports;
- Has a keen interest in local and international news and leads/manages the production of news in 3 languages;
- Leads SAMO's online team of 5-6 individuals which publishes information in 4 languages;
- Monitors the work and progress of reporters, editors, coordinators, interns, etc. in the News Room and facilitates smooth operation of the News Department;
- Provides consistent instructions and recommendations to the News Room personnel on all aspects of their work, including writing, editing, researching, sound collecting, etc.
- Has good working relations with entities, institutions, offices, figures, and personalities both within the Government of Afghanistan and among NGOs, CSOs, offices, etc.
- Work closely with SAMO senior managers as to developments, challenges and opportunities of all aspects of the News Department;
- Review, approve and where required, assist the preparation of the research documents to help Research and Development reports;
- Review and understand well the requirement of the donors for the produced programs by working closely with SAMO Projects Department and Programs Department;
- Be updated about the important and hot topics for each day and update the News and Online department accordingly;
- Work closely with the REL team to give them accurate and timely data;

- Provide weekly and monthly reports to the REL and managers;
- Hold regular program review meetings with the Journalist, presenters, programs support staff, the M&E team, and head of the programs in the presence for constant improvements of the programs;
- Give presentations and conduct meetings on programs to donors and sponsors in local languages and the English language when necessary
- Assist in archiving of the programs
- Other tasks as may be assigned by the supervisors/managers

Qualifications:

- Bachelor's degree in journalism, or social sciences in general; or equivalent amount of knowledge and work experience in the field;
- At least 5 years of work experience in the field, with 2-3 years of work experience in managing subordinates;

JOB REQUIREMENT (KNOWLEDGE/SKILLS COMPETENCIES)

Skills required

- Strong communication and report-writing skills;
- Proven ability to work effectively both independently and in a team based environment;
- Strong multi-tasking and organizational skills;
- Demonstrate ability to think strategically effectively plan setting priorities and meeting tight deadlines; results-oriented approach to delivering work priorities;
- Ability to use Microsoft Office (Word, Excel, Outlook and Power Point)
- Fluency in written and spoken Dari, Pashto and English;

Submission guidelines:

Interested candidates, Afghan nationals, should submit their updated CV along with a cover letter stating their goals and interest for the position as advertised. Please forward your application to the given email addresses. Info@salamwatandar.com

Female qualified candidates are highly recommended to submit their application

Please mention the vacancy number and name of the position in the subject line of your email devoid of which, your application may not be considered.