



News Editor-in-Chief Nepali/English

- **Vacancy for:** 2
- **Posted on:** Nov. 16, 2018
- **Deadline:** Nov. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Journalism / Editor / Media
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: New Baneshwor Bus Stop, Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 75,000 - 80,000 Monthly

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

Education:

- UG: English/Nepali Journalism, media studies.
- PG: English/Nepali, Journalism, Media studies

Qualifications and Experience:

- At least 2 years of experience, ideally in the online and print news, related to educational issues or print journalism
- Very good knowledge of Nepal's educational issues
- Excellent ability to conduct interviews on difficult issues
- Very good writer in English-Nepali, in order to write excellent graphics and subtitles
- Fluency in both Nepali and English
- Video editing experience would be an advantage
- Ability to multi-task and work quickly. Extremely organized. You will be moving forward up to 20-30 stories at a time

Requirements:

- Proven working experience as an editor
- Strong writing/editing/proofreading skills and an excellent portfolio
- Hands on experience with MS Office and InDesign, Photoshop or other publishing tools
- Proven familiarity with SEO and social media best practices
- Excellent written skills in English
- An eye for detail along with critical thinking
- Prioritizing and multitasking

Job Skills:

- A good command of English/Nepali with strong writing and IT skills
- Creativity and good visual sense
- An eye for detail
- An understanding of target audiences
- Negotiating and decision-making skills
- Have excellent grammar and spelling skills
- Have an eye for detail and be very accurate in their work
- Have imagination and good visual sense
- Have good IT skills, including knowledge of word processing and design programs
- Have leadership skills and the ability to be diplomatic and fair
- Be able to give clear, accurate instructions
- Understand their target audience
- Have good organisational skills
- Be able to make decisions

- Be able to work under pressure and meet deadlines
 - Be prepared to work long hours if required.
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Job Description

Newspaper editors have the weekly responsibility of deciding which news stories are printed in the paper. Long before the paper is published, the editor assigns reporters to cover the news, checks for accuracy and fairness in the newspaper's articles and writes headlines.

Responsibilities:

- Coordinating online or print publishing cycle and managing content areas
 - Setting publication standards and establishing goals and expectations
 - Suggesting stories and generate headline ideas in alignment with targeted audience's preferences
 - Read copy or proof to detect and correct errors in spelling, punctuation, and syntax
 - Allocate print space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles
 - Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements
 - Verify facts, dates, and statistics, using standard reference sources
 - Develop story or content ideas, considering reader or audience appeal
 - Read, evaluate and edit manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication
 - Comply with media law and ethical guidelines
 - Monitor news-gathering operations to ensure utilization of all news sources, such as press releases, telephone contacts, radio, television, wire services, and other reporters
 - Direct the policies and departments of newspapers, magazines and other publishing establishments
 - Arrange for copyright permissions
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Applying Procedure

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