



Sub Editor (English)

- **Vacancy for:** 1
- **Posted on:** May 17, 2018
- **Deadline:** May 27, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Journalism / Editor / Media
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Bachelor's degree in Journalism/Mass Communication/Business Management
- Experience of at least 5 years
- Strong negotiation, presentation and communication skills
- Good listener, team player and detail oriented
- Strong drive to achieve or exceed results and continuously improve performance
- Fluent in both Nepali and English
- Computer skills and proficient in MS-office applications (Word, Excel, PowerPoint)

Key Performance Measures:

- Increase in the viewership of the news and articles posted on newbusinessage.com
 - Attendance in meetings, interviews, and events related to the beat assigned
 - Reduction in errors including grammatical, punctuation and spelling errors
 - Reduction in errors about names, places, organizations, facts, dates and statistics used in the news and articles
 - Catchy/attractive headlines and subheads for articles
 - Improved knowledge, skills and capabilities relevant to the job
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Job Description

The Sub - Editor (English Online) of New Business Age Pvt. Ltd. is responsible for smooth and successful operation of the English online publications (portal as well as social sites) of the company. Sub - Editor (English Online) ensures accuracy, balance and credibility in the news/articles by checking facts and figures, names, designations etc. and provides healthy suggestions/feedback to the colleagues, seniors, juniors and people of other department in a decent way, and improves the ranking of the portal by attracting more visitors and readers.

Reports To: Senior Sub Editor

Responsibilities:

- Assist the Senior Sub Editor.
- Edits the materials (news and articles) intended to be printed
- Write articles and take interviews regularly to be printed on New Business Age. Write and post blogs on the web portal newbusinessage.com
- Coordinates with peer functions such as Nepali and English editorial teams, the Marketing department, Technical Department, Human Resource Department, and General Administration
- Foster team-work
- Check over writers final drafts to ensure they are free of factual as well as language errors. Check over the news reports received from various sources including the in-house reporters

- Make sure the writing is easy to read and fits the publication's editorial style with attractive headlines and subheads appropriate for online publication
- Meets deadlines on specified tasks and prompting the writers to meet their respective deadlines
- Select the material to be posted on different social media and make necessary changes on the headlines and lead paragraph to suit the target group according to the media
- Improve own knowledge and skills in news reporting, editing and language related to business and economic issues

TO APPLY:

Interested candidates are requested to submit the current CVs and Cover letter to hrdep@newbusinessage.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/sub-editor-english/>

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