



## Vacancy Announcement

Job Title: **Camera & Video Production Officer**  
Reports to: Public Affairs Director  
Department: Administration/Operations & Legal  
Sector: Public Affairs  
Duration: Full time  
Deadline: November 6, 2019

### **Summary:**

Competently operate a professional ENG Camera with the ability to capture audio sources from XLR and wireless microphones for editing without ambient interference.

### **Job Description:**

- Creative in multimedia approaches, edit and present short video and audio clips for airing on social media, national television and LTA website. Covers activities at the LTA that will enhance the image of the entity.
- Proficient in editing video in Adobe Premier and or Final Cut Pro independently or with very little supervision
- Be a self starter and take the initiative to create new approaches to the coverage of activities at the LTA that will enhance the image of the entity and facilitate a better understanding for the general public to understand our functions and engagements. Be able to conduct short interviews on camera
- Interviews when called upon with staff members returning from training to capture the essence of their acquired participation here or abroad
- Create an active Youtube page with video clips on the LTA
- Be willing to get in the field to capture video that will be produced later as part of an illustration on developing LTA issues for the public to gain a better understanding
- Edit audio clips using Adobe, extracting voice for radio dissemination in newscast and deliver the clip to news stations for major broadcasts keeping LTA in the forefront
- Have a willingness to travel out of town at short notice when necessary to cover activities that will be used to illustrate LTA engagements for editing and future broadcast
- Create a log and filing system of both video and audio files for easy retrieval and future referencing

- Help edit the radio program, 'Inside the LTA' a 45 minute weekly program highlighting issues at the LTA and deliver it to stations for airing.
- Be willing to work after working hours on rare occasion and go the extra mile without complaining to complete projects for timely dissemination.
- Perform other duties as may be assigned.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum of 3 years camera & video Production related experience or 4-5 years as a camera & video production officer.
- High school diploma is required.

**OTHER REQUIREMENTS:**

- Must be able to speak effectively internally and externally both verbally and in writing and speak clearly using correct English.
- Must be able to interpret a variety of instructions furnished in written, oral, diagrammatic or scheduled form.
- Must be able to handle crisis.
- Must be able to compose edit, and proof read reports and correspondences.

**SELECTION PROCESS:**

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted. Selected candidates will be required to submit, prior to being hired, *a sworn / notarized statement / affidavit that he/she has not resigned, been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts; or if investigated, has been cleared of all allegations against him/her.*

Interested applicants must submit the following for the application to be considered:

Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.

Each application must be submitted in a sealed envelope, addressed to:

**Liberia Telecommunications Authority**  
**Application for **Camera & Video Production Officer****  
**Administration & Operations Office**  
**ELWA Road, Cooper's Beach Community**  
**Liberia**

DEADLINE FOR RECEIPT OF APPLICATIONS IS **November 6, 2019** at 4pm.