



Folio Communications Limited, publishers of The *DAILY TIMES* titles and *Nigeria: Our Heriatge* book is recruiting for the following positions:

### **1. Job Title: Editor**

Location: Abuja

#### **Qualification:**

- First Degree in Journalism, Mass Communication or any related field.
- Minimum 10 years' work experience in the media industry.
- Masters' Degree will be an added advantage.

#### **Job Description:**

- Coordinate online or print publishing cycle and manage content areas
- Set publication standards and establish goals and expectations
- Suggest stories and generate headline ideas in alignment with targeted audience's preferences
- Oversee layout (artwork, design, photography) and check content for accuracy and errors
- Proofread, edit and improve stories or pieces
- Manage writers and reporters
- Cooperate and liaise with graphics artist, photographers, advertising reps, writers, and reporters.
- Comply with media law and ethical guidelines
- Meet deadlines and budget requirements

#### **Skills:**

- Excellent verbal and written communication skills.
- Knowledge of media production and communication.
- Must be thorough and pay attention to details.
- Excellent leadership skills.

### **2. Job Title: Politics Editor**

Location: Abuja

#### **Qualification:**

- First Degree in Journalism, Mass Communication or any related field.

- Minimum 7 years' work experience in the media industry.

**Job Description:**

- Coordinate online or print political pages and manage content areas.
- Set politics publication standards and establish goals and expectations
- Suggest stories and generate headline ideas in alignment with targeted audience's preferences
- Oversee layout (artwork, design, photography) and check content for accuracy and errors
- Proofread, edit and improve stories or pieces
- Manage writers and reporters
- Cooperate and liaise with graphics artist, photographers, advertising reps, writers, and reporters.
- Comply with media law and ethical guidelines
- Meet deadlines and budget requirements

**Skills:**

- Highly knowledgeable about Nigeria & Africa's political terrain.
- Excellent verbal and written communication skills.
- Knowledge of media production and communication.
- Must be thorough and pay attention to details.

**3. Job Title: Business Editor**

Location: Abuja

**Qualification:**

- First Degree in Journalism, Mass Communication or any related field.
- Minimum 7 years' work experience in the media industry.

**Job Description:**

- Coordinate online or print political pages and manage content areas.
- Set politics publication standards and establish goals and expectations
- Suggest stories and generate headline ideas in alignment with targeted audience's preferences
- Oversee layout (artwork, design, photography) and check content for accuracy and errors
- Proofread, edit and improve stories or pieces
- Manage writers and reporters
- Cooperate and liaise with graphics artist, photographers, advertising reps, writers, and reporters.
- Comply with media law and ethical guidelines
- Meet deadlines and budget requirements

**Skills:**

- Highly knowledgeable about the various business sectors.
- Excellent verbal and written communication skills.
- Knowledge of media production and communication.
- Must be thorough and pay attention to details.

#### **4. Job Title: General Manager (Special Publications)**

Location: Abuja

##### **Qualification:**

- First Degree in Marketing, Business Administration or any related field.
- Masters' Degree will be an added advantage.
- Minimum 10 years' work experience in the media industry.

##### **Job Description:**

- A top level position.
- Overseeing daily business development activities.
- Developing and implementing business growth strategies.
- Researching and identifying growth opportunities.
- Creating and managing budgets.
- Improving revenue.
- Hiring and training business unit team
- Evaluating performance and productivity.
- Analyzing accounting and financial data.
- Generating monthly reports and giving presentations.

##### **Skills:**

- Must be a goal getter
- Possess exceptional stamina for business drive.
- Must be able to initiate and sustain top level relationships.
- Excellent written and verbal communication skills
- Ability to negotiate; getting the better side of any business deal.
- Must be thorough and pay attention to details.

#### **5. Job Title: General Manager (Events and Conferences)**

Location: Abuja

##### **Qualification:**

- First Degree in Marketing, Business Administration or any related field.
- Masters' Degree will be an added advantage.
- Minimum 10 years' work experience in the media industry.

**Job Description:**

- A top level position.
- Overseeing corporate events and sponsorship activities.
- Developing and implementing business growth strategies.
- Researching and identifying growth opportunities.
- Creating and managing budgets.
- Improving revenue.
- Hiring and training business unit team
- Evaluating performance and productivity.
- Analyzing accounting and financial data.
- Generating monthly reports and giving presentations

**Skills:**

- Must be a goal getter
- Possess exceptional stamina for business drive.
- Must be able to initiate and sustain top level relationships.
- Excellent written and verbal communication skills
- Ability to negotiate; getting the better side of any business deal.
- Must be thorough and pay attention to details.

**6. Job Title: Advert Head**

Location: Lagos

**Qualification:**

- First Degree in Advertising, Business Studies/Administration/Management or any related field.
- Masters' Degree will be an added advantage.
- At least 7 years' experience in a sales position and preferably managing a large team.

**Job Description:**

- Overseeing advertising department operations and staff members.
- Working with staff members, clients, or an ad agency to establish and meet projects goals and establish and enforce budgets and timelines.
- Developing advertising strategies to increase advertisers' interest in products or services.
- Negotiating advert specifications and terms with clients or other external parties.
- Initiating and directing research efforts.
- Collecting and analyzing data and presenting it to other parties, including management and clients.
- Participating in the hiring and evaluating employees within the advertising department.

**Skills:**

- Must be a goal getter
- Possess exceptional stamina for business drive.
- Must be able to initiate and sustain business relationships.
- Excellent written and verbal communication skills
- Ability to negotiate; getting the better side of any business deal.

**7. Job Title: Copy Sales Manager**

Location: Abuja

**Qualification:**

- First Degree in Marketing, Business Studies/Administration/Management or any related field.
- Masters' Degree will be an added advantage.
- At least 7 years' experience in a sales position and preferably managing a large team.

**Job Description:**

- Experience in Sales Management with proven ability to drive processes from inception to finish.
- Capable of teaching the process for successful prospecting & closing new business, leading to consistent quota achievement.
- Evidence of successfully leading others to exceed measurable sales and revenue targets.
- Ability to both set strategy, manage sales quotas, and follow through on tactical implementation and execution of initiatives - an operator with vision.
- Demonstrated experience with "Consultative Selling" to identify and solve customer problems.

**Skills:**

- Must be a goal getter
- Possess exceptional stamina for business drive.
- Must be able to initiate and sustain business relationships.
- Excellent written and verbal communication skills
- Ability to negotiate; getting the better side of any business deal.

**8. Job Title: Online Editor**

Location: Abuja

**Qualification:**

- First Degree in Journalism, Computer Science or in any related field

- Minimum 3 years' working experience in the digital media industry

**Job Description:**

- 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
- Comply with media law and ethical guidelines

**Skills:**

- Excellent writing skills in English
- An eye for detail along with critical thinking
- Must be a goal getter
- Prioritizing and multitasking.

**9. Job Title: Sports Editor**

Location: Abuja

**Qualification:**

- First Degree in Journalism, or in any related field
- Minimum 3 years' work experience in the media industry

**Job Description:**

- Coordinate sports news publishing cycle and manage content areas
- Set publication standards and establish goals and expectations
- Suggest stories and generate sports headline ideas in alignment with trending sports news
- Cooperate and liaise with designers, photographers, advertising reps, writers, artists etc
- Strong writing/editing/proofreading skills and an excellent portfolio
- Comply with media law and ethical guidelines

**Skills:**

- A strong passion for sports
- Excellent writing skills in English
- An eye for detail along with critical thinking
- Must be a goal getter
- Prioritizing and multitasking.

**10. Job Title: Data Analyst/Infographic Designer**

Location: Abuja

**Qualification:**

- First Degree.
- Minimum 5 years' work experience in Computer Science or any other numeric field of study

**Job Description:**

- Collecting and interpreting data
- Analyzing results
- Reporting the results back to the relevant members of the business
- Identifying patterns and trends in data sets
- Working alongside teams within the business or the management team to establish business needs
- Defining new data collection and analysis processes

**Skills:**

- Analytical skills and strong passion for numeracy
- Excellent writing and spoken communication skills
- An eye for detail along with critical thinking
- Mathematics skills to estimate numerical data.

**11. Job Title: Graphic Artist**

Location: Abuja

**Qualification:**

- First Degree.
- Minimum 3 years' work experience in Computer Science or any related field of study

**Job Description:**

- Create visual concepts using computer software, to communicate ideas that inspire, inform, or captivate consumers.
- Develop the overall layout and production design for advertisements, and editorial contents
- Determine the message the design should portray
- Create images that convey a message
- Develop graphics for product illustrations, logos, and websites
- Select colors, images, text style, and layout
- Incorporate changes recommended by the Editor into the final design
- Review designs for errors before printing or publishing them.

**Skills:**

- Analytical skills

- Excellent writing and spoken communication skills
- An eye for detail along with critical thinking

## **12. Job Title: Marketing Executives**

Location: Lagos & Abuja

### **Qualification:**

- First Degree in Business Administration, marketing or any related field.
- Minimum of 3 years' work experience

### **Job Description:**

- Ability to work in a team with the sales department.
- Capable to implement business development strategies and promotional campaigns.
- Develop sales leads to attract potential clients.
- Must be able to meet sales quota on a monthly basis
- Handle sales accounts and keep track of sales records

### **Skills:**

- Must be a goal getter
- Excellent writing and spoken communication skills

## **13. Job Title: Copy Sales Executives**

Location: Lagos & Abuja

### **Qualification:**

- First Degree in Business Administration, marketing or any related field.
- Minimum of 3 years' work experience

### **Job Description:**

- Ability to work in a team with the sales department.
- Capable to implement business development strategies and promotional campaigns.
- Develop sales leads to attract potential clients.
- Must be able to meet sales quota on a monthly basis
- Handle sales accounts and keep track of sales records

### **Skills:**

- Must be a goal getter
- Excellent writing and spoken communication skills



## **14. Job Title: Multimedia Reporters**

Location: Lagos & Abuja

### **Qualification:**

- First Degree in Journalism, Mass Communication or in related field
- Minimum of 5 years' work experience

### **Job Description:**

- Ability to write in an exciting, captivating, authentic manner, producing news stories that are unique and engaging.
- Ability to use the latest editing and photography technology to tell compelling stories.
- Develop story ideas; write, shoot and edit news stories for on-air broadcasting; use graphics and new forms of media, such as webcam interviews and viewer-contributed pictures.
- Ability to use audio and video, still pictures and powerful graphics, or innovative new media like video clips and animations
- Responsible for capturing and accurately conveying ongoing news stories.
- Collect, verify and analyze thoroughly newsworthy information
- Assemble findings into a stable story
- Publish or broadcast news stories
- Receive assignments or investigate news leads/tips
- Abide by journalism's ethics and codes.

### **Skills:**

- Must be a goal getter
- Excellent writing and spoken communication skills
- Ability to work under pressure to meet deadlines
- Versatility with social media platforms

### **How to Apply**

1. Do not apply for more than one position
2. Interested and qualified candidates should submit their CVs & Cover Letters to [careers@dailytimes.ng](mailto:careers@dailytimes.ng)
3. Use the "Job Title" as the subject of the mail
4. Application closes **8<sup>th</sup> July, 2019.**

***DAILY TIMES...the good times are here!***