



CAREER OPPORTUNITY

The **Jamaica Information Service (JIS)**, an **Executive Agency**, invites applications from suitably qualified professionals for the following position:

Senior ENG Editor – Television

Salary: \$4,266,270 - \$5,737,659 p.a.

Job Scope:

Under the direction of the Manager, Television, the Senior ENG Editor has the responsibility to review and edit programmes to ensure that contents conform to strict formatting and editorial guidelines and are produced to broadcasting standards.

Core Functions:

- Supervises ENG Editors who are mixing and editing items and programmes, including sound, video and graphics, to ensure compliance with the guidelines.
- Collaborates with the Television Manager and Senior Editor to ensure that output is delivered to production staff before all deadlines.
- Advises Senior Editor, Producers and/or Technical Supervisor where creative, technical or editorial improvements can be made in programme material and recommends ways of improving same.
- Evaluates and advises ENG crews on the technical and creative elements of their output.
- Edits programmes as required.
- Liaises with technicians to ensure that editing equipment is in excellent working order.
- Ensures that programme materials are packaged to conform with established broadcast standards before dispatch to stations or other customers.
- Export and upload videos for broadcast.
- Identifies and keeps up-to-date video file sources for enhanced editing.
- Prepares and submits weekly reports to the Manager, Television.
- Contributes to the development of the Corporate and Operational Plans of the Television Department.
- Assists in the crafting of the Department's annual Expenditure and Capital Budget.
- Schedules and conducts monthly unit meetings.

Minimum Qualifications and Experience:

- First Degree in Journalism, Engineering, Writing, Design or equivalent qualification.
- Three (3) years' work experience in a related field.
- Or
- Diploma in Journalism, Engineering, Writing, Design or equivalent qualification.
- Five (5) years' work experience in a related field.

Required Competencies:

- Excellent communication, interpersonal and customer relations skills.
- Good time-management and problem-solving skills.
- Knowledge of multimedia production.
- Sound knowledge of editing software.
- Knowledge of electronic and digital equipment as well as the operation of multimedia systems.
- Working knowledge of protocols for state and diplomatic events.

Applications along with résumés should be forwarded no later than **Friday, August 29, 2025** to:

The Director

Human Resources

Jamaica Information Service

58a Half Way Tree Road, Kingston 10

Email address: hrmanager@jis.gov.jm

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.