

## VACANCY

Interested candidates fulfilling the criteria mentioned in ToR are invited to apply.

Sl. No.	Designation	Department	Level	Grade	Slot	Salary	Qualification/Requirement	Employment Type	Placement	Remarks
1	Multimedia Content Developer	English Editorial	4	8	1	Pay Scale 20,230-505-30,330  Basic pay: Nu. 20,230  Plus 20% contract allowance  Editorial allowance: Nu 2,500	<b>1. Qualification</b> Bachelor's Degree in relevant field (Multimedia)  <b>2. Requirement</b> Minimum two years of work experience in the related field.	One year on contract. Regularize service based on performance.	Thimphu	Additional allowance as per Kuensel Service Rule.
2	Business Reporter	English Editorial	4	8	1	Pay Scale 20,230-505-30,330  Basic pay: Nu. 20,230  Plus 20% contract allowance  Editorial allowance: Nu 2,500	<b>1. Qualification</b> B. Com/BBA/BA Eco  <b>2. Requirement</b> Minimum three years of work experience in any finance/business related field.	One year on contract. Regularize service based on performance.	Thimphu	

Submit your applications to the Human Resource Officer along with the following documents. The last date for submission of application is July 20, 2021 before 5 p.m.

Please visit our website [www.kuensel.bt](http://www.kuensel.bt) or [www.kuenselonline.com](http://www.kuenselonline.com) for Job Application Form and ToR.

- 1) Kuensel's Job Application Form
- 2) Copy of Citizenship Card.
- 3) Copy of valid security clearance.
- 4) Copy of valid Medical fitness certificate.
- 5) Copy of Experienced Certificate.
- 6) Copy of academic transcripts (X, XII & Bachelor's Degree).
- 7) Copy of certificates of merits if any.
- 8) No Objection Certificate (NOC from parent organization, if employed at the time of Joining).

Shortlisted candidates will be informed about the interview date over phone.

For further information contact the Human Resource Officer at Tel: 02- 321544 during office Hrs.

Management.



## Terms of Reference for Multimedia Content Developer

### Overall Job Description

Strategize, organize, innovate, and develop the multimedia content for the Kuensel, marketing, and printing departments. The individual will report to the webmaster on a daily basis and consult him/her on the projects.

The person must also demonstrate the following personal attributes:

- ☐ Be active and respectful
- ☐ Be flexible
- ☐ Demonstrate sound work ethics

### Specific Responsibilities

- Conceptualize and design multimedia content on various social media platforms for the newsroom. The individual will also be responsible to develop content for other departments of the company whenever needed.
- Strategize, design, operate and assist in the Department's research initiatives and collaboration projects.
- Establish and operate new online platforms
- Assist in discussions and maintain relationships with other departments in coordinating joint projects
- Design strategy and set goals for growth and development of the department towards meeting of its objectives,
- Management and professional development of the team.
- Drive evaluation and identification of new innovative ideas and opportunities,
- Prepare reports and run daily operations of the online unit,
- Lead or develop proposals and offers,
- Ensure that the department's contracts and consultants are effectively managed,
- Help coordinate employee with training activities related to multimedia,
- Ensure that the department's projects/activities are in line with the corporate mandates and that the performance targets
- Perform such other assignments, as may be required by the department/company.

### Qualification & Experience:

- ☐ University degree in a relevant field (Multimedia) or relevant training in multimedia or creative industry
- ☐ Well versed in professional video editing software (Premiere Pro/ Final CutPro)
- ☐ At least 2 years of work experience in related field
- ☐ Provide work samples during interview



- ☐ 1 year contract term, regularize based on performance

### **Other Requirements**

- Kuensel's Job Application Form
- Copy of Citizenship Identity Card.
- Copy of valid security clearance certificate.
- Copy of valid medical fitness certificate.
- Copy of Experienced Certificate.
- Copy of academic transcripts. (X, XII & Degree)
- Copy of certificates of merits if any.
- No objection certificate at the time of joining, if employed earlier.

### **Employment Type**

- Contract

### **Salary & Others Benefits**

- Salary and benefits shall be fixed within the existing Kuensel pay scales and in line with the Kuensel Service Rules.



## **Terms of Reference for Business Reporter**

### **Job Description**

Strategize, organize, innovate, and develop business reportage for Kuensel newspaper. The individual will report to the Assignment and Features Editors on a daily basis and consult him/her on the assignments.

The person must also demonstrate the following personal attributes:

- ☐ Be active and respectful
- ☐ Be flexible
- ☐ Demonstrate sound work ethics

### **Specific Responsibilities**

- Conduct research and write analysis of economic situation, government and business data and other comprehensive business stories.
- Report to seniors and chief reporters for assignments
- Brief and debrief editors on daily tasks
- Coordinate with bureau correspondents for major stories
- Any other duties assigned by the management in the interest of the company
- Contribute well researched and analytical articles on business and current issues in the country economy from time to time
- Proofread articles

### **Qualification & Experience:**

- ☐ B. Com/BBA/BA Eco
- ☐ Flair in writing reports (submit work samples)
- ☐ At least 3 years of work experience in any finance/business related jobs
- ☐ Provide work samples during interview
- ☐ 1 year contract term, regularize based on performance





### **Other Requirements**

- Kuensel's Job Application Form
- Copy of Citizenship Identity Card.
- Copy of valid security clearance certificate.
- Copy of valid medical fitness certificate.
- Copy of Experienced Certificate.
- Copy of academic transcripts. (X, XII & Degree)
- Copy of certificates of merits if any.
- No objection certificate at the time of joining, if employed earlier.

### **Employment Type**

- Contract

### **Salary & Others Benefits**

- Salary and benefits shall be fixed within the existing Kuensel pay scales and in line with the Kuensel Service Rules.