

JOB DESCRIPTION – EDITOR

The Health Watch Foundation, operating as “Nigeria Health Watch” is a not-for-profit organization that aims to advocate for the health of Nigerians, strengthen the capacity of health sector organisations, enlighten Nigerians on good health habits and practices and to engage government towards good health policies. Our dual strengths in health and communication enables us to provide solutions for communications and advocacy in the health sector.

The Editor will be responsible for the production and publication of content for Nigeria Health Watch. He/she will be responsible for reviewing content, such as articles, and developing strategies and style guidelines, approving pitches, setting publication goals, and generating story ideas. The Editor must demonstrate a good eye for detail and know-how to manage all the moving parts of Nigeria Health Watch editorial. He/She will work with Programme Managers, to ensure that all Nigeria Health Watch’s editorial deliverables for projects are met. The successful candidate will have an excellent command of English language (both written and spoken), with a strong journalistic and reporting background, as well as a strong digital understanding and awareness of the latest broadcast technology and the ability to learn new skills is important.

The candidate should be competent in effective time management, excellent independent writing skills and working with limited ongoing supervision to meet deadlines. The Editor will have a good eye for crafting short headlines, along with a passion for words and grammar and be able to thrive in a fast-paced environment.

Job Title: Editor

Location: 47 Ebitu Ukiwe Street, Jabi, Abuja

MAIN RESPONSIBILITIES

The role will involve, but is not limited, to the following:

- 1.1 Managing the editorial calendar for Nigeria Health Watch on a day-to-day basis and planning, assigning and editing content, ensuring that it meets the quality of Nigeria Health Watch’s publications
- 1.2 Maintain Nigeria Health Watch’s editorial guideline and ensure that Nigeria Health Watch’s content meets Nigeria Health Watch’s quality standard
- 1.3 Generating story ideas and producing meaningful content by staying abreast of developments in global health, through research and communication with relevant stakeholders
- 1.4 Supervise writers to ensure the content for Nigeria Health Watch is published on time and to a high quality, checking all data quality in the editorial for accuracy and correct referencing
- 1.5 Actively seek, vet, edit, and manage the accepting and publishing of content on Nigeria Health Watch’s portals
- 1.6 Design innovative approaches to delivering content to maintain Nigeria Health Watch’s leading position in the industry and increase the subscriber base reach and diversity of content
- 1.7 Train and also seek opportunities for the training of health journalists to improve the quality of Nigeria Health Watch’s content

- 1.8 Chair Editorial meetings and oversee the development of editorial reports
- 1.9 Supervise and edit the video production content development and lead in the development of non – programmatic content for Nigeria Health Watch
- 1.10 Manage the solicitation, engagement of freelance and contract content developers and ensure the delivery of commissioned content is on time and is to a high quality standard
- 1.11 Drive an increase in partnerships with Nigeria Health Watch and seek opportunities for audience growth of Nigeria Health Watch subscribers

ESSENTIAL COMPETENCE

- Tertiary qualifications in journalism, media and communications, or other relevant degree
- 5-8 years' experience writing and editing experience with excellent editing and proofreading skills, including grammar, punctuation and spelling
- Proven experience as a journalist, writer or editor with a passion for creating engaging and omni-channel content
- Exceptional writing, grammar, editing and proofreading skills with a detail orientated approach
- Collaborative approach with a proven ability to build deep collaborative relationships
- Ability to manage multiple priorities/tight deadlines and proactively communicate with team members and stakeholders
- An editorial mindset, with an eye for a good story and relevant and timely content topics
- Knowledge of policy advocacy; media, civil society engagement, and government relations.
- Collaborative, collegial working style and ability to work constructively with colleagues at all levels in the hierarchy of the organisation
- Knowledge of communication techniques and strong overall communication skills
- Strong research and analytical skills, ability to process large amounts of data to feed into programmatic priorities
- Attention to detail and excellent organizational skills
- Excellent knowledge of MS Office and office management software

Application close on Friday 30th July 2021

Application requirements

1. Submit your CV (maximum 2 pages)
2. Send a link or soft copies of at least 3 articles you have published in any magazine/newspaper or journal in the last 3 years