The Ghana News Agency (GNA) is inviting applications from suitably qualified Ghanaians to fill the underlisted vacant positions. These positions are available in all the sixteen regions of Ghana. Applicants must, therefore, indicate their preferred region.

JOB VACANCIES

Title: Reporter

Job Description: Key Duties and Responsibilities

1. Generates story ideas and following leads from local and international sources to plan, arrange and conduct interviews and writes stories and features in the public interest.
2. Works to oral and written instructions and to established procedures
3. Covers and reports general news events and breaking news in real time
4. Pitches story ideas to editors for follow up
5. Reports on assigned beats, such as Law and Order, Peace and Security, Environment and Agriculture, on daily basis
6. Does live reports from the field and covering special assignments in the Districts
7. May specialize in any area and be designated accordingly
8. Contributes to video, online and social media content
9. Performs any other tasks assigned by the supervisor

Qualifications and Experience

- Diploma in Journalism or Mass Communication from an accredited institution with at least three years of experience as a Journalist.
- Excellent oral and written communications skills in English and understands at least one Ghanaian Language.
- Strong writing skills, and ability to convey information in a clear, concise and conversational manner
- Excellent live reporting skills and strong on-camera presentation skills
- Should be able to undertake standup interviews
- Must have presence on social media
- Strong research skills, including the ability to navigate online search engines
- Critical thinker, analytical and problem-solving skills
Position: Senior Reporter

Job Description: Key Duties and Responsibilities

1. Generates story ideas and following leads from local and international sources to plan, arrange and conduct interviews and writes stories and features in the public interest
2. Works to oral and written instructions and to established procedures
3. Covers and reports general news events and breaking news in real time
4. Pitches story ideas to editors for follow up
5. Reports on assigned beats, such as Law and Order, Peace and Security, Environment and Agriculture, on daily basis
6. Does live reports from the field and covering special assignments in the Districts
7. May specialize in any area and be designated accordingly
8. Contributes to video, online and social media content
9. Performs any other tasks assigned by the supervisor

Qualifications and Experience

- Bachelor’s Degree in Journalism or Communications with at least five years working experience as a Journalist.
- Must be a member of a professional association such as the Ghana Journalists Association.
- Excellent oral and written communications skills in English and understand at least one Ghanaian Language.
- Good understanding of current affairs and capacity to analyze political, economic and social issues
- Passion for process-centred stories
- Strong knowledge of media ethics and law
- Great interpersonal skills
- Critical thinker, team player and problem-solving skills
- Must have presence on social media
- Should be able to undertake standup interviews
- Experience in audio and/or video production

Position: Chief Reporter

Job Description: Key Duties and Responsibilities

- Works to oral and written instructions and to established procedures
- Covers and reports general news events; conducts interviews and investigations for the writing of special reports in the national interest
• Pitches ideas to editors for follow-up stories
• Researches background of stories for comprehensive and accurate news features and special reports
• Arranges interviews with sources for well-researched and investigative stories, news features and documentaries.
• Establishes and maintains relationships with individuals who are credible sources of information in the interest of the nation
• Reports on assigned beats, such as Law and Order, Peace and Security, Science and Environment, Agriculture and Parliament on daily basis
• Generates and develops video, online and social media content
• Does live reports from the scene and undertakes special field and investigative assignments
• Rewrites stories of reporters to meet GNA house style and to fit time and space requirements
• Investigates and reports breaking news, such as disasters, crimes, or human-interest stories.
• Performs any other tasks assigned by the supervisor

**Qualifications and Experience**

• A Bachelor’s Degree in Journalism or Communications with seven years working experience as a Journalist.
• Must be a member of a professional association, such as the Ghana Journalists Association.
• Demonstrate ability to generate and develop story ideas
• Excellent oral and written communications skills in English and understand at least one Ghanaian Language.
• Good understanding of current affairs and capacity to analyze political, economic and social issues
• Demonstrate ability to edit scripts and news stories
• Must have presence on social media
• Strong experience in and understanding of new media, as well as traditional and digital media in Africa
• Should be able to undertake standup interviews
• Experience in audio and/or video production
• Strong knowledge and commitment to upholding ethical and professional standards
• Passion for generating and writing interesting and relevant stories
• Critical thinker, analytical and problem-solving skills
• Great interpersonal skills and team player
• Ability to work under pressure and good time management skills
Position: Editor

Job Description: Key Duties and Responsibilities

1. Develops story or content ideas, considering the Agency’s mandate and the public interest
2. Plans and processes the information in line with the Agency’s style, editorial policy, and publishing requirements
3. Conducts interviews, investigates and makes follow ups on events to produce truthful, fair and accurate news reports
4. Covers assignments and write stories and feature articles in clear and concise form for publication
5.Ensures subscribers receive timely, relevant, high quality content and stories in the public interest
6. Does live reports from scene and undertakes specialized field and project assignments
7. Researches background of stories and produce comprehensive and accurate information for news features, documentaries and special reports.
8. Establishes and maintains relationships with individuals who are credible sources of information to keep the flow of news in the national interest.
9. Investigates breaking news, such as disasters, crimes, or human-interest stories.
10. Edits news stories, checks facts and legal breaches, names and titles of newsmakers to ascertain authenticity to ensure high quality news reports and feature articles that conform to GNA’s house style, vision and mission.
11. Rewrites stories by reporters when necessary to meet editorial and professional standards.
12. Plans daily assignments for reporters.
13. Briefs reporters before sending them out on assignments.

Qualification and Experience

- Bachelor’s Degree in Journalism or Communications with at least ten years working experience as a Journalist.
- Demonstrate ability to generate and develop story ideas
- Excellent oral and written communications skills in English and must understand at least one Ghanaian Language.
- Good understanding of current affairs and capacity to engage in analysis of political, economic and social issues
- Must have social media presence
- Should be able to undertake standup interviews
- Demonstrate ability to edit scripts and news stories
- Experience in audio and/video or documentary production
- Strong knowledge and commitment to upholding ethical and professional standards
- Passion for generating and writing interesting and relevant stories
- Critical thinker, analytical and problem-solving skills
- Great interpersonal skills and team player
• Ability to work under pressure and good time management skills

**Position: Senior Editor**

**Job Description: Key Duties and Responsibilities**

1. Maintains high quality reporting and editing of news reports and feature articles to conform to the GNA’s house style, vision and mission.
2. Scrutinizes news stories, checks facts, legal breaches, names and titles of newsmakers to ascertain authenticity.
3. Corrects mistakes and where necessary, rewrite stories.
4. May be responsible for the running of a Regional Office of the Agency
5. Plans daily assignments for staff
6. General supervision of staff
7. Ensures that news items that are sent to Headquarters are well edited
8. Plans regional programmes and budget
9. Disburses monthly imprest for the Region in accordance with established procedures
10. Briefs Reporters before sending them on assignments
11. Leads a team of Reporters to cover major events
12. Trains and mentors team members for best practices and high productivity
13. Heads Specialized Desks such as Political; Sports; Entertainment; International News; Business and Financial; Science; Peace and Security
14. Produces monthly report of activities for assessment and innovation
15. Undertakes monitoring and evaluation tasks

**Qualifications and Experience**

- Master’s Degree in Communications or Journalism or related field with at least fifteen year's experience as a Journalist.
- Demonstrate ability to generate and develop story ideas
- Excellent oral and written communications skills in English and must understand at least one Ghanaian Language.
- Good understanding of current affairs and capacity to engage in analysis of political, economic and social issues
- Should be very active on social media
- Experience in investigative journalism or an interest in investigation would be an added advantage
- Experience in audio/video or documentary production
- Strong commitment to upholding high ethical and professional standards
- Good news judgment and ability to prioritize stories to headlines
- Strong passion for generating exclusive stories
- Ability to work around the clock
Mode of Application

Interested and qualified applicants should send their application cover letters stating the position, district and region with a comprehensive curriculum including supporting documents to the

Director of Administration

Ghana News Agency

P.O Box 2118

Accra

Important Note

Applicants must as part of the application submit a STATEMENT OF PURPOSE (Number of words 500 words, font style- Times New Roman, font size -12 and lining spacing should be 1.5), indicating their strength as Journalist and why they should be considered for the role.

Or

Send application to admin-gna@gna.org.gh indicating position as the SUBJECT.

NB

Kindly note that closing date for submission of Applications is 4th September, 2020. Applicants should note that only shortlisted persons will be invited to interview for selection.