

## **Post: Senior Newsroom Editor/ Newsroom Editor – News Desk (NTV-Online)**

### **Job Responsibilities:**

- Collect news from Correspondents
- Develop and Edit the News during his Duty/ Shift
- Make ready to publish including insertion of relevant video and/or photo
- Responsible for day to day news planning and covering Special Event /Day
- Perform any other duties assigned by Supervisor

**No. of post: 02**

### **Educational Requirements :**

- Masters/Graduation in any discipline from any reputed university with good academic record

### **Experience Requirements :**

- Must have experience in Online Platform of TV Channel
- At least 3 to 5 years of experience in the relevant field

### **Additional Requirements :**

- Strong acumen to translate national and international news from agencies
- Ability to work under pressure and strong team player
- Must have good communication skills and be able to interact with people in a confident and effective manner.
- Must have good skills in Microsoft Office & Internet
- Excellent typing speed in Bangla is mandatory

**Age limit:** 25 to 35 years

**Salary:** Negotiable

### **Compensation and Other Benefits:**

As per company policy, we offer an attractive compensation and benefits, along with a good working environment for the employees.

Please read the job description carefully before applying. If it matches with your qualifications, apply with updated CV along with recent passport sized photo to the following email address: [jobs.ntv@gmail.com](mailto:jobs.ntv@gmail.com) on or before **January 1, 2023**. Only short-listed candidates will be contacted for the interview.

## **Post: Graphics Designer**

### **Job Responsibilities:**

- Conceptualizing visuals based on requirements
- Creating images and layouts using design software
- Testing graphics across various social media platforms while working in any shift during the day
- Prepare rough drafts and present ideas
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand
- Other tasks, projects and responsibilities as assigned

**No. of post: 02**

### **Educational Requirements :**

- Graduation in Graphics Design from any reputed university with good academic record. Fine Arts (Graphics Department) will get preference

### **Experience Requirements :**

- TV experience is must
- At least 2-3 years of experience in the relevant field

### **Additional Requirements :**

- Candidates must have verbal and written communication skills in both Bangla and English as well as typing skill in bangla (Bijoy)
- Ability to work independently and desire to work beyond general working hours under immense pressure.
- Candidate should be smart and well mannered.

**Age limit:** Not more than 35 years

**Salary:** Negotiable

**Compensation and Other Benefits:**

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## **Post: Senior Executive - Video Monetization (NTV-Online)**

### **Job Responsibilities:**

1. Responsible for find out viral video clips for distribution across digital platforms such as websites, Facebook, TikTok, Twitter, Instagram, Lindedin and YouTube
2. Monitor & Supervise on social media trending issues
3. Responsible for covering and distributing short video clips monetization across digital platforms
4. Knowledge on News Sense for publishing on social media platforms
5. Perform any other duties assigned by Supervisor

**No. of post: 01**

### **Educational Requirements :**

- Masters/Graduation in any discipline from any reputed university with good academic record

### **Experience Requirements :**

- Must have experience in Online Platform of TV Channel
- At least 3-5 years of experience in the relevant field

### **Additional Requirements :**

- Strong knowledge on Social Media
- Applicants must have sound knowledge on Adobe Premiere Pro, Adobe Photoshop, Adobe Illustrator
- Ability to work independently and desire to work beyond general working hours under immense pressure.
- Candidate should be smart and well mannered.

**Age limit:** Not more than 35 years

**Salary:** Negotiable

**Compensation and Other Benefits:**

As per company policy, we offer an attractive compensation and benefits, along with a good working environment for the employees.

Please read the job description carefully before applying. If it matches with your qualifications, apply with updated CV along with recent passport sized photo to the following email address: [jobs.ntv@gmail.com](mailto:jobs.ntv@gmail.com) on or before **January 1, 2023**. Only short-listed candidates will be contacted for the interview.

**Post: Newsroom Editor - Feature (NTV-Online)****Job Responsibilities:**

- Develop and Edit Feature article during his / her Duty/ Shift
- Make ready to publish including insertion of relevant video and/or photo
- Responsible for day to day feature news planning and covering Special Event / Day
- Monitor & Supervise News Room Editors, Correspondents, etc.
- Perform any other duties assigned by Supervisor

**No. of post: 02**

**Educational Requirements :**

- Masters/Graduation in any discipline from any reputed university with good academic record

**Experience Requirements :**

- Must have experience in Online Platform of TV Channel
- At least 3 years of experience in the relevant field

**Additional Requirements :**

- Strong acumen to translate national and international news from agencies
- Ability to work under pressure and strong team player
- Must have good communication skills and be able to interact with people in a confident and effective manner.
- Must have good skills in Microsoft Office & Internet
- Excellent typing speed in Bangla is mandatory

**Age limit:** Not more than 30 years

**Salary:** Negotiable

**Compensation and Other Benefits:**

As per company policy, we offer an attractive compensation and benefits, along with a good working environment for the employees.

Please read the job description carefully before applying. If it matches with your qualifications, apply with updated CV along with recent passport sized photo to the following email address: [jobs.ntv@gmail.com](mailto:jobs.ntv@gmail.com) on or before **January 1, 2023** Only short-listed candidates will be contacted for the interview.

**Post: Newsroom Editor - Sports (NTV Online)**

**Job Responsibilities:**

- Responsible for covering day to day all Sports related News
- Responsible for covering Special Sports Event (Home & Abroad)
- Script writing, developing and editing the News during duty shift
- Collect Sports News from different International Sports News Agencies
- Perform any other tasks assigned by the Supervisor

**No. of post: 02**

**Educational Requirements :**

- Masters/Graduation in any discipline from any reputed university with good academic record

**Experience Requirements :**

- Must have experience in Online Platform of TV Channel
- At least 3 years of experience in the relevant field

**Additional Requirements :**

- Ability to work under pressure and strong team player
- Must have good communication skills and be able to interact with people in a confident and effective manner.
- Must have good skills in Microsoft Office & Internet
- Excellent typing speed in Bangla is mandatory

**Age limit:** Not more than 30 years

**Salary:** Negotiable

**Compensation and Other Benefits:**

As per company policy, we offer an attractive compensation and benefits, along with a good working environment for the employees.

Please read the job description carefully before applying. If it matches with your qualifications, apply with updated CV along with recent passport sized photo to the following email address: [jobs.ntv@gmail.com](mailto:jobs.ntv@gmail.com) on or before **January 1, 2023**. Only short-listed candidates will be contacted for the interview.

**Post: Broadcast Engineer**

**Job Responsibilities:**

1. Responsible for the maintenance of all types of electronic equipment within the broadcast facility
2. Should have the skills and ability to maintaining and solve technical problems
3. Should have experience in networking equipment maintenance in Broadcast Television
4. Preventive and corrective maintenance of different types of indoor and outdoor equipment
5. Interconnection of different satellite and live feed to the different control room such as MCR, PCR, Ingest room, technical room and so on
6. Monitoring transmitting and receiving data
7. Knowledge of various transmission practices and methods
8. Proficiency with professional broadcast system such as routers, switchers, multiviewer, encoders, decoders, camera, intercom, audio console, fiber, live transmission equipment or similar
9. Operations and maintenance sub-station, generator and ups
10. Carry out installation, maintenance, optimization and monitoring of wireless or wired network equipment and other routine network hardware and steaming server, Network RS station and video wall server
11. Perform any other duties assigned by Supervisor

**No. of post: 01**

**Educational Requirements :**

B.Sc in EEE/CSE/Tele Communication from any reputed university with good academic record

**Experience Requirements :**

- TV experience is must
- At least 4-5 years of experience in the relevant field

**Additional Requirements :**

- Must have good skills in Microsoft Office & Internet
- Candidates must have verbal and written communication skills in both Bangla and English
- Candidate should be smart and well mannered.
- Candidate should be a good team worker and able to work to a deadline
- Willing to work long hours as required

**Age limit:** Not more than 30 years

**Salary:** Negotiable

**Compensation and Other Benefits:**

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**Post: Executive-Finance**

**Job Responsibilities:**

- Responsible for cash flow management
- Maintain accounting transaction in accordance with established accounting standards  
Cost/ performance analysis
- Well expert to operate Accounting Software (Tally)
- Advance knowledge on Tax & VAT Laws
- Preparation of Financial Statements as per Bangladesh Accounting Standards (BASs)

- Perform any other tasks assigned by the Supervisor

**No. of post: 01**

**Educational Requirements :**

- Masters Degree or equivalent in Finance or Accounting from any reputed university with good academic record.
- Chartered Accountant-Partly Qualified will get additional preference

**Experience Requirements :**

- At least 2-3 years of experience in the relevant field from the reputed organizations
- TV experience will get preference

**Additional Requirements :**

- Ability to work under pressure and strong team player
- Must have good communication skills and be able to interact with people in a confident and effective manner.
- Must have good skills in Microsoft Office & Internet
- Willing to work long hours as required
- Excellent typing speed in Bangla/English is mandatory

**Age limit:** Not more than 33 years

**Salary:** Negotiable

**Compensation and Other Benefits:**

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Only short-listed candidates will be contacted for the interview.



## **Junior Executive - Social Media (NTV-Online)**

### **Job Responsibilities**

- Understanding the trends in social media and preparing contents according to the trends
- Collaborating with Videographers and Multimedia Designers to ensure that posts are engaging
- Publish contents for various social media platforms
- Scheduling contents for release at optimal times
- Monitoring users' engagement with and feedback on every post
- Analyzing and reporting on the effects of contents
- Maintaining a secure database of all login credentials
- Remaining abreast of changes to all pertinent social media applications
- Exploring the viral clips and examining potentiality for publication and carefully observing the competitors in the market
- Other tasks, projects and responsibilities as assigned

**No. of post: 01**

### **Employment Status**

Full-time

### **Experience Requirements:**

- Must have experience in Online Platform of TV Channel
- At least 2-3 years of experience in the relevant field

### **Educational Requirements**

- Graduation in any field from any recognized university.
- Expecting one year of experience in the relevant field, however, it is not mandatory
- Additional Requirements
- Candidates must have verbal and written communication skills in both Bangla and English as well as typing skill in bangla (Bijoy)
- Ability to work independently and desire to work beyond general working hours under immense pressure.
- Candidates should be smart and well mannered.

**Age limit:** Not more than 30 years

**Salary:** Negotiable

### **Compensation & other benefits**

As per company policy, we offer an attractive compensation and benefits, along with a good working environment for the employees.

Please read the job description carefully before applying. If it matches with your qualifications, apply with updated CV along with recent passport sized photo to the following email address: [jobs.ntv@gmail.com](mailto:jobs.ntv@gmail.com) on or before **January 1, 2023**. Only short-listed candidates will be contacted for the interview.