



Job Description

VIDEOGRAPHER/EDITOR

JOB SUMMARY

The incumbent is expected to have the creative and technical skill set to produce engaging and informative high-quality video content that showcases and updates the public on various services and initiatives of the Ministry of Trade and Industry. The content created must align with government standards and public expectations.

DUTIES AND RESPONSIBILITIES

- Plans, shoots, and edits video content that highlights government services, initiatives, and events.
- Assists in crafting compelling narratives that effectively communicate the purpose and impact of government services to the public.
- Works closely with Ministry departments to understand their service offerings and messaging needs.
- Operates and maintains professional video equipment, including cameras, lighting, and audio gear.
- Edits footage to create clear, engaging, and high-quality videos; include subtitles, graphics, and effects as needed.
- Ensures all content complies with government policies, legal standards, and ethical guidelines.
- Manages multiple video projects simultaneously, adhering to deadlines and budget constraints.
- Works collaboratively with other multimedia professionals to plan and execute video projects.
- Assists in the development of an overall video brand messaging strategy.
- Works both on and off-site.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable experience in using video and video editing equipment.
- Considerable knowledge of digital technology and editing software packages (e.g. Avid Media Composer, Lightworks, Premiere, After Effects and Final Cut)
- Sound knowledge of the use of special effects, 3D, and compositing
- Knowledge and a good understanding of motion graphics is preferred.
- Understanding of government protocols and sensitivity towards public communication.
- Ability to operate a camera.
- Ability to work flexible hours.
- Ability to work with diverse client groups.
- Ability to work in cross functional teams.
- Creative thinker
- Good time-management skills
- Strong interpersonal and communication skills
- Storytelling skills

MINIMUM EXPERIENCE AND TRAINING

- Minimum of 3-5 years' experience as a video specialist or similar role
- Training as evidenced by a recognised University degree in Film, Media Production, Communications, Cinematography, or related field
- Any equivalent combination of qualifications and experience