



BANK of ZAMBIA

EMPLOYMENT OPPORTUNITIES

Bank of Zambia, an equal opportunity employer invites applications from suitably qualified Zambians to apply for the following vacant positions:

BOARD SERVICES DEPARTMENT

4.0 WEB EDITOR (HO) (1 POST)

GRADE: BOZ 5

Job Purpose

Develop and execute the Bank's digital communication strategies that promote and sustain a positive image for the Bank particularly through the website and Intranet

Main Accountabilities

1. Manage and maintain the website and intranet and employ strategies to increase traffic by making sites the first point of call for information by external and internal stakeholders.
2. Write content for the website and the intranet to ensure it satisfies the needs of the readers.
3. Supply new content to keep the website and intranet fresh for returning visitors and to increase viewership
4. Work out suitable means to present information online including rewriting, abridging or restructuring texts for better legibility or logical sequence.
5. Assist departments with drafting of content and advice on matters concerning editorial policy and practice
6. Establish robust processes to get content vetted for use, particularly critical updates, and to coordinate with contributors from various departments.
7. Monitor visitor behaviour by viewing website statistics
8. Encourage feedback by providing means for visitors to ask questions or leave comments
9. Develop ability to convert news requirements into technical specifications or work with ICT department to ensure this is done.
10. Convert or modify content to a format also suited for tablet or smartphones to widen the audience and enable downloading.
11. Identify critical user groups to tailor published information and assess user satisfaction with services provided on the website and intranet.
12. Monitor all press releases, speeches by executive etc. to ensure they are available on the website in real time or shortly after they are released or delivered through other means.
13. Establish networks and links with strategic stakeholders in the provision of information on the Zambian financial sector.

14. Attend internal or external events hosted, supported or attended by the Bank or Bank staff to provide in-house media coverage for real time online dissemination.
15. Contribute articles to the Zambanker and other in-house publications or newsletters.

Qualifications and Experience

- BSc/BA in Mass Communication/ Social Sciences or equivalent with 3 years' relevant experience
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better, including English & Mathematics)
- Knowledge in Information and Communication Technology will be an added advantage

Key Knowledge & Attributes

- Technological Awareness: keeps abreast of available technology and understands applicability and limitation of technology
- Knowledge of different aspects of public information and communication
- Excellent Communication skills
- Ability to undertake research
- Team player
- Ability to meet tight deadlines
- Attention to detail
- Creative
- Good interpersonal skills
- Good organizational and information seeking skills

CONDITIONS OF SERVICE

Bank of Zambia Conditions of Service will apply. Please note that all the positions are on Fixed Term Contract of Employment for three (3) years and renewable subject to good performance.

Only candidates who meet the above role specifications should apply enclosing their detailed curriculum vitae and certified photocopies of certificates to the undersigned not later than Thursday, 17th August, 2017. For more information, visit: www.boz.zm.

Women are encouraged to apply. Only shortlisted candidates will be contacted.

**Director – Human Resources
Bank of Zambia
Bank Square
P.O BOX 30080
Lusaka**