

Post: Producer (NCA)

Job Responsibilities:

- Ability in News Production
- Ability to oversee all kinds of News related operations
- Ability in Producing NCA Programs

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 TV Channel
- At least 6-8 years of experience in the relevant field
- Female Candidates are also encourage to apply

Additional Requirements :

- Ability to work independently and desire to work beyond general working hours under immense pressure
- Must have good communication skills in both Bangla and English
- Must have good skills in Microsoft Office & Internet
- Excellent typing speed in Bangla is mandatory
- 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 on or before **August 20, 2023**. Only short-listed candidates will be contacted for the interview.

Post: Production Executive (NCA)

Job Responsibilities:

- Assist Producer in all news related activities
- Assist in Fork Play Out
- Assist in Footage Collection
- Assist in Live Operations
- Assist in all NCA Programs

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

Additional Requirements :

- Ability to work independently and desire to work beyond general working hours under immense pressure
- Must have good communication skills in both Bangla and English
- Must have good skills in Microsoft Office & Internet
- Excellent typing speed in Bangla is mandatory
- Candidate should be smart and well mannered

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.

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Post: Reporter cum Presenter (NCA)

Job Responsibilities:

- Have to cover Days News Event
- Ability in scripts writing
- Ability to perform as News Presenter

No. of post: 04

Educational Requirements :

- Masters/Graduation in Journalism from any reputed university with good academic record will get preference

Experience Requirements :

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

Additional Requirements :

- Must have a pleasant voice and be able to speak fluently and clearly
- Must have ability to write their scripts to correspond with their pictures
- Must have a broad knowledge of and a keen interest in news and current affairs, at a local as well as at an international level
- Must be able to think clearly
- Ability to work independently and desire to work beyond general working hours under immense pressure
- Must have good communication skills in both Bangla and English
- Must have good skills in Microsoft Office & Internet
- Excellent typing speed in Bangla is mandatory
- Candidate should be smart and well mannered

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.

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Post: Executive-HR & Admin.

Major Responsibilities & Requirements

1. Maintaining, Organizing files, keeping records and information
2. Drafting all kinds of Official Letters and Memos
3. Handling all kind of licenses and keeping update accordingly
4. Knowledge on HR software
5. Perform day to day HR & Administration works
6. Perform any other jobs as and when required

No. of post: 01

Education & Qualification :

- MBA /Masters in any Discipline from any reputed University with good academic record (Masters preferably in English or the background of O Level & A Level will get preference)
- At least 3/4 years of experience on the said post

Experience Requirements :

- TV Channel experience will get preference
- At least 3-4 years of experience in the relevant field

Skills & Specifications:

1. Proficiency in MS Office applications (MS-Word, MS-Excel, Power Point, Internet Browsing, e-mail). Excellent power on typing speed both in English and Bengali.
2. Candidate must have fluency in English (both spoken & written communication).
3. Ability to work independently and desire to work beyond general working hours under immense pressure.
4. Have to excellent Organizational skills, good judgment ability, discretion, adaptable and versatile individual.
5. Candidate should be smart and well mannered.

Salary: Negotiable

Other Benefits: As per company policy, we offer an attractive compensation and benefits, good working environment for the employees.

Age limit: Not more than 30 years.

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 on or before **August 20, 2023**. Only short-listed candidates will be contacted for the interview.