MEDIA JOB VACANCIES

Full Details on : https://uplankajobs.com/

The Sri Lanka Press Institute is seeking passionate and dedicated individuals to join our team!

We offer excellent openings for the roles of Team Lead - Fact Checking and Fact Checkers in Sinhala, Tamil and English medium. If you are interested and would like to gain new experience, please find below more information!

1. **TEAM LEAD FACT-CHECKING**

Responsibilities:
- Lead and manage a team of fact-checkers.
- Develop and implement fact-checking processes and procedures.
- Train and mentor team members on research methodologies and best practices.
- Ensure high standards for accuracy and quality control.
- Assign tasks, prioritize workload, and meet deadlines.
- Monitor industry trends and developments in fact-checking.

Qualifications:

- Extensive experience in fact-checking and research.
- Proven leadership, team player, and team management skills.
- Excellent communication, collaboration, and delegation abilities.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Knowledge of current technical tools, and technological trends.

2. **FACT-CHECKER**

Responsibilities:
- Investigate and verify the accuracy of information.
- Research and analyze information from multiple sources.
- Identify and avoid bias in reporting.
- Write clear and concise summaries of findings.

Qualifications:

- Excellent research and analytical skills.
- Strong attention to detail and accuracy.
- Ability to meet deadlines.
- Excellent written and verbal communication skills.
- Knowledge of current technical tools, and technological trends.

How to apply:
Submit your resume by completing the following form along with the attachment of your resume to https://forms.gle/pFi1dsHFzAZdGcEP9

Closing Date: 2024.06.23

3. **JUNIOR GRAPHICS DESIGNER**

Responsibilities:
- Design graphics for marketing materials, presentations, and social media posts.
- Collaborate with the team on creative projects.
- Follow brand guidelines and maintain design consistency.
- Edit and manipulate photos and images.
- Stay up-to-date on design trends and software.

Qualifications:

- Strong portfolio showcasing creativity and design skills.
- Proficiency in design software like Adobe Photoshop and Illustrator.
- Excellent communication and collaboration skills.
- A keen eye for detail and a passion for visual communication.
- Ability to work independently and meet deadlines.

4. **JUNIOR COMMUNICATION OFFICER**

Responsibilities:

- Draft and edit press releases, social media content, and other communication materials.
- Assist with media relations and outreach.
- Support with event planning and execution (may vary).
- Monitor industry trends and media coverage.
- Research and compile information for communication projects.

Qualifications:

- Excellent written and verbal communication skills.
- Strong research and analytical abilities.
- Proficient in social media platforms.
- Ability to meet deadlines and work independently.
- A keen interest in communication and storytelling.

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Closing Date: 2024.06.24

5. PROJECT COORDINATOR

Responsibilities:

- Develop and maintain project plans and schedules
- Manage project budgets and resources
- Track project progress and identify and resolve risks
- Facilitate communication between team members and stakeholders
- Prepare and deliver project reports
- Ensure project deliverables meet quality standards

Qualifications:

- Bachelor's degree in project management, business administration, or a related field (preferred)
- Proven experience in project coordination
- Strong organizational, communication, and time management skills
- Proficiency in productivity tools (Google Suite, Microsoft Office)

6. ADMINISTRATION ASSISTANT

Responsibilities:
- Welcome visitors and answer phone calls professionally.
- Direct inquiries and schedule appointments.
- Manage reception area, ensuring a clean and professional environment.
- Provide administrative support, such as filing, photocopying, and data entry.
- Assist with travel arrangements and calendar management (may vary).

Qualifications:
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to multi-task and prioritize in a busy environment.
- Discreet and professional demeanor.

7. Training Coordinator

Responsibilities

- Schedule all training programs of the organization as per the industry standards
- Ensure that training standar documentation is available to be filled by all project teams
- Prepare standard templates, guidelines, and requirement lists for conducting training in SLPI
- Monitor and evaluate the progress and impact of all training in the organization
- Ensure a database is available that enables the organization to identify the training conducted, the enrolledparticipants to and its participants' records
- Develop new programs based on the industry context and requirement of media, Journalists and market needs
- Identify revenue stream through training and development.

Qualifications

- Excellent communication, interpersonal and training skills.
- Track the progress of trainings and identify and resolve risks
- Proven experience in training coordination
- Strong organizational, communication, and time management skills.
- Facilitate communication between team members and stakeholders
- Prepare and deliver the progress of trainings.

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