

MEDIA COUNCIL OF UGANDA

VACANCIES: FILM CLASSIFICATION SECRETARIAT

In Accordance to the Press and Journalists Act; Sec 9(1) (e) mandates the Media Council to censor films, video tapes, plays and other related apparatuses for public consumption. The Council seeks to recruit highly motivated individuals for the following positions in its Film Classification Secretariat.

1. Film Classification Officers (2)

Job Description:

- Preview films, videos and plays for purposes of classifying and censoring
- View and classify films/videos/DVD movies, plays to determine an age rating based on official guidelines
- Generate data on each production title previewed as may be required. Document such data in the official log.
- Produce written decisions on particular classifications.
- Prepare periodic reports on productions previewed; maintain records relating to identified areas in films/videos/DVDs for capacity building, concerns from members of the public, and any interactions with stakeholders.
- Any other duties that she or he will be assigned from time to time.

Required Qualifications:

- A good University degree in any of the humanities.
- Any other degree or diploma in cinematography and films will be an added advantage
- Good cognitive skills in media literacy issues and familiarity with laws and regulations relating to media content.
- Strong communication skills in spoken and written English as well as knowledge of at least two local languages
- Work experience, good writing skills, and the ability to analyse material, and form opinions and arguments based on the productions
- Assertive, proactive and diligent with high standards of integrity. Good interpersonal skills, Result Oriented with ability to work under pressure
- Demonstrable interest in and knowledge of the film industry

- Good knowledge of at least four computer packages and basic computer maintenance.
- Ability to work and concentrate over a long period of time.
- Should not be currently a member of any production unit.
- Must be familiar with the legislation governing film classification
- Relevant experience will be an added advantage

2. Documentation Officer

Job Description:

1. Ensure up-to-date information through documentation and dissemination
2. Maintain an open office communication line for answering clients' questions and providing helpful information to other clients
3. Responsible for copying, filing, achieving documents, maintaining proper records, reports and all other documentation
4. Monitor and update social media accounts of the Classification Secretariat and to develop and maintain good linkages with the media, key stakeholders and partners
5. Ensure timely and effective dissemination of information to the stakeholders
6. To undertake the quality assurance responsibility in all communication and documentation processes
7. Receive and send out official correspondence
8. Secretarial duties, including scheduling and arranging meetings
9. Any other duties that she or he will be assigned from time to time.

Required Qualifications:

1. A Bachelor's Degree or Higher Diploma in Library and information science, Information Technology or a related field with experience of at least two years.

Application letters for the above posts accompanied with curriculum vitae should be submitted to: **The Secretary Media Council Coordinator, Media Council of Uganda, and P.O. Box 23780, ICT Ministry Building Parliamentary Road (opposite Ministry of Justice and Constitutional Affairs), Kampala. Or by Email to: secretary@mediacouncil.ug latest by close of business on Monday February 4th, 2019. Short listed applicants will be notified on the date of the interview.**

Salary

- The jobs offer an attractive salary