

NON-STANDARDIZED POSITION



Ministry of Rural Development and Local Government

**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: AUDIO / VIDEO TECHNICIAN**

**JOB SUMMARY:** The incumbent is required to operate and maintain equipment used to amplify, record and display sound and must be able to maintain and repair equipment such as microphones, video recorders, projectors, lighting; record meetings and presentations with video cameras, operate spotlights, adjust amplifiers, coordinate graphics used in displays and provide technical support.

**REPORTS TO:** Communication Specialist

**SUPERVISION GIVEN TO:** N/A

**DUTIES AND RESPONSIBILITIES:**

- Operates Television Camera
- Operates professional audio equipment
- Provides technical assistance in the editing of videotapes
- Edits simple television Programme
- Logs archival videotape for Video Library
- Assists Television Producer / Director in the Production of Television Programmes
- Performs related duties as may be required

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Knowledge of operation of cameras and audio visual equipment
- Knowledge of editing audio visual recording

**SKILLS AND ABILITIES:**

- Ability to communicate effectively both orally and in writing
- Ability to operate as part of a team
- Ability to establish and maintain effective working relationships with colleagues
- Ability to interact positively with members of the public and external stakeholders

**MINIMUM EXPERIENCE AND TRAINING, SPECIAL REQUIREMENT**

Training as evidenced by possession of G.C.E./C.X.C. passes in five (5) subjects including English and Mathematics and relevant training in the operation of Audio/Visual Equipment.