



*Shaheed Zulfikar Ali Bhutto Institute of Science &
Technology*

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Non Linear Editor	DEPARTMENT: Media Lab
POSITION REPORTS TO: Head of Media Science	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Facilitates students in all audio, video recording and editing activities2. Maintains all the equipment of Media Cage and Lab in working condition3. Manages SZABIST Media Sciences Staff in performance of duties at Events and Functions4. Any other task as may be assigned by HoD Media Science5. Assists Media Sciences faculty with all video, audio and editing related requirements.6. Responsible for any other tasks assigned by the Management.	

PERSON SPECIFICATION

(1) Academic Qualification Required

Minimum Graduation preferably in Media and/or Communication studies degree

(2) Specific Job-related Skills Required

1. Interpersonal skills
2. Problem-solving Skills
3. Technical skills of handling equipment and softwares related to editing and post production processes

(3) Specific Job-related Traits & Behaviors Required

1. Self-motivation, Commitment and Initiative taking
2. Ability to Plan, Organize, and Supervise the work
3. Technical skills and experience in post production non-linear editing softwares. Must have abilities to handle events, videography and film related activities as required in the Media Cage

(4) Experience Required

At least five years experience in the relevant field.

(Signatures of the Employee) (Signatures of the Manager) (Signatures of Head of HR)