

This Journalist job description template includes key Journalist duties and responsibilities. You can post this template on job boards to attract prospect applicants.

### **Job Brief:**

We are looking for an enthusiastic Journalist to contribute in the publication of timely and accurate news. The successful candidate will be a skilled writer with a passion for the job capable of both informing and entertaining our readers.

### **Responsibilities:**

- Conduct research to uncover interesting and significant news
- Gather, corroborate and interpret data
- Interview key persons (witnesses, sources etc.) to obtain more information
- Use findings to construct a well-written article
- Retain awareness of the readers' point of view
- Obtain first-hand information by being present in happenings
- Receive assignments or investigate news leads/tips
- Comply with the moral code of the profession
- Maintain notes and audio recordings
- Partner with other journalists, editors, producers etc
- Establish contacts and sources for use in future research
- Keep abreast on developments by studying papers, attending events etc.

### **Requirements:**

- Proven working experience as a journalist or reporter

- Portfolio of published articles or newscasts
- Ability to follow strict deadlines and fast-check information
- Current knowledge of headlines
- Computer proficiency (MS Office, digital editing, web search, databases)
- Excellent communication and networking skills along with an aptitude in extracting information
- Good observation and deduction skills
- Integrity and morality
- BSc degree in journalism or relevant field