



## **Call for Consultant- 2022 Media Complaints Report Consultant**

**Call Number:** 005/2022

**Position:** Media Complaints Report Consultant

**Contract Type:** Consultancy

**Duty Station:** Remote/Home-Based

**Contract Dates:** January 2023

**Duration of Contract:** 05-10 working days

**Application Deadline:** 15 December 2022 at 1600hrs.

### **Description of the Organisation and Assignment**

VMCZ is a professional media self-regulatory body set up in 2007 and subscribe to the principles of media freedom, accountability, independence, and ethical journalism. VMCZ's mission is to promote a strong and ethical media with the ability to contribute to building a more democratic and just society within policy and legal environments that facilitate growth and development of independent, pluralistic, and free media. The VMCZ receives, mediates, and adjudicates complaints by individuals and organisations against the media. VMCZ seeks to form a buffer between the public and the media and has been receiving media complaints from members of the public since 2014. Since then, the organization has been publishing annual media complaints reports capturing complaints and resolutions of the received complaints. The reports provide a general overview of the complaints received as well as analyses of sections of the code of ethics that have been violated. The report also analyzes and profiles the complainants, the gender of the complainants, the geographic spread of the complaints, the media houses complained against, the frequency of sections of the code of ethics violated, and a summary of the committee's resolution and an analysis of the compliance rate. This report is part of VMCZ's objective of promoting and ensuring media professionalism through complaint resolution.

### **Purpose of the consultant**

The consultant will be responsible for compiling and analysing all the media complaints received in 2022 and developing a detailed report for publication, in coordination with the programmes team to compile data and content.

### **Work Scope**

During this period, the consultant is expected to complete the following tasks:

- Provide a general overview of the complaints received as well as analyses of sections of the code of ethics that have been violated.

- Analyze and profile the complainants, the gender of the complainants, the geographic spread of the complaints, the media houses complained against, the frequency of sections of the code of ethics violated, and a summary of the committee's resolution and an analysis of the compliance rate.
- Reviewing past annual reports for comparison and analysis.
- Following up with the relevant staff persons for needed data and content, within strict deadlines
- Implementing suggested edits based on feedback from the VMCZ team
- Proofreading, editing, and paraphrasing content before and after the report is designed
- Researching and recommending potential Media Complaints report formats, sections, and layouts
- Attending required orientation and coordination meetings
- Reporting and following up with the Programmes Officer when further assistance or information is required.

### **Knowledge, Skills & Abilities**

- Bachelor's degree in any Social Science or Humanity including but not limited to Media, Communication, Sociology, Education.
- Previous experience in drafting and editing organizational/project reports; 3+years
- Excellent command of spoken and written English
- Excellent command in Microsoft Office Skills and Google Drive.
- Excellent organizational & time management skills
- Meticulous and detail-oriented
- Problem-solving and analytical skills
- Ability to work and communicate well with a variety of individuals, with professionalism and goodwill
- Knowledge of the media environment is essential; experience of producing reports for Media organisations is a plus.

### **Application and selection**

Prospective consultants should upload the following as a single PDF Document:

- A cover letter including consultancy fees (one page)
- Detailed Curriculum Vitae
- A list of organisational/project reports/research conducted (title of report/research, period, timeframe)

and send their application to [mediacomplaints@gmail.com](mailto:mediacomplaints@gmail.com) and copy [director@vmcz.co.zw](mailto:director@vmcz.co.zw) with the subject line "Media Complaint Report 2022-Consultant Application".

### **Remarks**

- Only shortlisted candidates will be contacted
- Selected applicants may be required to provide additional information.
- Shortlisted experts will be considered whenever relevant opportunities arise.
- Shortlisted experts will be on roaster for 1 year and may be contacted directly using the email address provided in their application.