

Lingua Digital Management System (LDMS) Regional Administrator Role Summary:
Johannesburg, South Africa

LinguaDMS (LDMS) is a tool for managing, archiving, repurposing and distributing digital files, such as videos, audio files, images or text documents. This “digital media source” can serve content to websites, mobile applications, Internet radio and terrestrial broadcast outlets. Additionally, this digital warehouse allows media content (audio, video, images and text) to be collected, archived, retrieved and distributed.

The LDMS Regional Administrator oversees the implementation of the system for TWR in the region and is a liaison with other Kingdom-minded organizations who desire to use the TWR LDMS system to enhance their ministry goals.

Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ Ability to participate in and foster teamwork within a multi-cultural team
- ✓ Self-motivated and professional in problem-solving approaches
- ✓ Good understanding and grasp of current media trends, IPR issues, current and emerging technology
- ✓ Proficiency in planning, while organizing and managing resources
- ✓ Willing to help and serve others

Responsibilities:

- ✓ Oversee regional LDMS usage and bring forward needs of the regional office and TWR partners through development of the system
- ✓ Oversee daily operation of the LDMS system and monitor system performance
- ✓ Work with various departments within TWR who give input to the way LDMS is promoted, implemented and managed
- ✓ Develop training material and support structures to ensure reliable operation of the system
- ✓ Participate in the LDMS TWR global administrative team

Desirable Qualifications:

- ✓ Grade12 qualification or equivalent
- ✓ Experience in media production and distribution
- ✓ Ability to prepare budgets and monitor and manage expenditure accordingly
- ✓ Ability to analyze organization performance and work flow
- ✓ Proficiency in spoken and written English
- ✓ Ability/willingness to travel occasionally