

Job Title: Cadet Journalist

Apply by 28 February 2026

Location: Nuku'alofa, Tonga

Organization: Vava'u Press Limited (Nuku'alofa)

Publication: Matangi Tonga Online - Tonga's Leading News Website

Position Overview

We are seeking a motivated and enthusiastic **Cadet Journalist** to join our small newsroom team. This entry-level role is ideal for someone passionate about journalism and eager to gain hands-on experience in digital news production, reporting, and photography.

The Cadet Journalist will play a vital support role in the newsroom while developing practical skills in news writing, photography, research, and multimedia content production.

Key Responsibilities

- **Newsroom Support**
 - Assist with daily newsroom operations and administrative tasks.
 - Support editors and senior reporters in meeting publication deadlines.
 - Help coordinate coverage schedules and assignments.
 - **Reporting & Research Assistance**
 - Assist senior reporters with research using telephone interviews and in-person inquiries.
 - Gather background information, verify facts, and compile supporting materials.
 - Attend events and community activities as assigned.
 - **Press Release & Content Processing**
 - Process incoming press releases and photographs.
 - Rewrite and edit press releases into clear, accurate, and engaging news stories.
 - Ensure content aligns with editorial standards and style guidelines.
 - **Photography & Multimedia**
 - Assist with basic news photography assignments.
 - Edit and prepare photographs using Adobe Photoshop or equivalent software.
 - Learn and develop skills in digital image handling and caption writing.
 - **Technical & Administrative Tasks**
 - Use word processing software to draft, edit, and format articles.
 - Upload content for review on the website's publishing platform.
 - Maintain organized digital and physical filing systems.
 - **Driving & Field Work**
 - Drive company vehicles for assignments, interviews, and event coverage when required.
 - Deliver and collect materials as needed.
 - **Professional Development**
 - Receive training in news writing, editing, and photography.
 - Gain hands-on experience in digital journalism.
 - Take on additional tasks and responsibilities as assigned to support newsroom operations.
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Skills & Qualifications

- Strong interest in journalism, media, or communications.
 - Excellent written and verbal communication skills in English and Tongan languages.
 - Basic computer literacy, including word processing.
 - Familiarity with Adobe Photoshop or willingness to learn.
 - Good organizational skills and attention to detail.
 - Ability to work under pressure and meet deadlines.
 - Valid driver's license.
 - Willingness to learn, take initiative, and work as part of a team.
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What We Offer

- Practical newsroom experience with Tonga's leading news website.
 - Mentorship from experienced journalists and editors.
 - Opportunities to develop news writing and photography skills.
 - Exposure to real-world reporting and multimedia journalism.
 - A supportive environment to grow your media career.
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How to Apply

Interested applicants should submit:

- A cover letter in your own words, expressing your suitability for the opportunity
- Curriculum Vitae (CV) with your contact details and photo
- Any writing samples or photographs (if available)
- Scan or photo of senior education certificates (Form 6 & 7) and tertiary qualifications.

Send documents by email to:

Mary Lyn Fonua, Managing Editor, Matangi Tonga Online. mfonua@matangitonga.to

The successful applicant will serve a probationary period of up to three months, before a staff contract will be considered. Remuneration commensurate with qualifications.

Join us and begin your journey in professional journalism while contributing to the stories that matter most in Tonga.