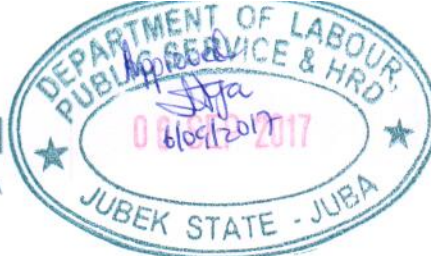


**BBC****MEDIA ACTION**TRANSFORMING LIVES THROUGH MEDIA  
AROUND THE WORLD

## **JOB DESCRIPTION**

**Job Title/s**

Production Assistant

**Line Management:**

Production Co-ordinator, Juba, South Sudan

**Contract type**Fixed term, until February 28<sup>th</sup> 2018

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### **BBC Media Action**

BBC Media Action uses media and communications to reduce poverty and promote human rights in developing countries. To achieve this, it partners with civil society, local media and governments to:

- Produce creative programmes based on robust research in multi-media formats which inform and engage audiences around key development issues.
- Strengthen the media sector through building professional capacity and infrastructure.

### **Overall Purpose of the Job**

#### **Overall purpose of the job.**

The Production Assistant will support the administration, production and broadcast of BBC Media Action content. This requires a pro-active, organised individual to support the administration and distribution of productions. The successful candidate will have excellent organisational skills, experience of working in a demanding environment, be able to demonstrate close attention to detail whilst working independently and the ability to build strong relationships with external organisations.

### **Main Duties**

- Provide coordination, administration and logistical support to the radio production team across BBC Media Action South Sudan.
- Update and maintain production tracking documents.
- Distribute programmes to partners, according to broadcast schedules.
- Liaise with partner radio stations to get copies of feedback logs.
- Assist with logistics for training and travel for colleagues and contributors as required.
- Take minutes of meetings and circulate action points as required.
- Assist in managing an archive of production, including pre and post production paperwork such as draft and final scripts.
- Responsible for ensuring each episode is distributed to the stations in good time prior to broadcast and checking the programmes arrive safely.
- To liaise with externally contracted production teams where appropriate (i.e. actors)
- Organise payments for actors prior to recording day and provide proof of receipts.
- Any other duties that you may be assigned to do.

### **Person Specification - required knowledge, skills and experience**

- Experience of providing administrative support to a multiple people in a fast paced team.
- Demonstrable ability to multi-task and manage workload with competing deadlines.
- Strong and confident interpersonal and communication skills, a capacity to engage with diverse internal and external stakeholders and an aptitude for creating connections across teams.
- Excellent written and spoken English.





- Excellent spoken and written Simple Arabic.
- Ability to work independently, to prioritise tasks and to take initiative.
- Proficiency with Microsoft Word, Excel, cloud storage and the internet.
- Commitment to the aims and objectives of BBC Media Action
- Experience of working in a media organisation or creative industries;

#### **Desirable**

- Interest in radio production and/or development.
- Other spoken languages, Dinka, Bari, Madi, Lotuho, Zande, Nuer, Toposa etc.

#### **Competencies**

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Planning and Organisation** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, set backs or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.
- **Self Development** – Is able to identify and apply opportunities for learning and development.

To apply, please provide a cover letter and a CV highlighting your relevant experience. Send applications to: [bbc.ma.recruitment@gmail.com](mailto:bbc.ma.recruitment@gmail.com). Please put 'Production Assistant' in the e-mail title and include your e-mail address and phone number. You may also deliver your application in writing to our offices at: Kololo road, Tongping Juba. **Submission Deadline 22<sup>nd</sup> September 2017.**

Only shortlisted candidates will be contacted