



## JOB DESCRIPTION

**Job Title:** Producer (1 post)

**Line Management:** Senior Producer, Juba, South Sudan

**Location:** Kapoeta

**Contract type:** One year fixed term – three months' probation  
Local terms and conditions



### BBC Media Action

BBC Media Action uses media and communications to improve access to accurate, relevant and timely information for people in developing countries, especially the most vulnerable and to enable them to claim their rights. To achieve this, Media Action partner with civil society, local media and governments to:

We partner 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.

BBC Media Action is running a project in South Sudan aimed at increasing household awareness and support on girls' education through mass media and communication. The project produces radio programmes across different locations in South Sudan in local languages. BBC Media Action is recruiting a Toposa language radio producer to support this aim.

### Overall Purpose of the Job

The Producer will be based in the field primarily in Yambio, working from a GESS NGO partner (state anchor) office. The Producer must have strong understanding of the local context and be willing to be based in Yambio, but may be required to travel to other Azande speaking areas. Producers are responsible for planning, organising, producing and delivering radio programmes in the respective local language in their location, as well as monitoring the broadcast of their programmes on relevant local radio stations. They will also be expected to facilitate other aspects of the project, for example staying aware of the GESS project community mobilisation activities taking place in their state. The role requires someone with a strong background in, or a strong aptitude for producing high quality editorial and production content for factual radio programmes. They must be or have the potential to become confident in recording quality sound, to have strong interviewing technique, with rigorous research skills, an eye for detail and accuracy. They should have or be able to build an extensive list of contacts to contribute to programmes on girls' education in South Sudan. The Producer will be line managed by a Senior Producer based in Juba and have regular communication with the BBC Media Action office in Juba.

### **Main duties and responsibilities:**

- Produce complete BBC quality radio programmes that can be broadcast publicly.
- Ensure your item recordings are high technical standard, editorially strong, and follow a clear and engaging narrative and behaviour change model.

- Ensure the local language in your programmes is clear and correct and the language and terminology is appropriate for our audience, in line with BBC editorial guidelines.
- Translate the local language audio into written English scripts. The Producer must be able to translate for **meaning**.
- Follow the programme brief/'big question' for each episode.
- Develop a well-considered production plan for each programme using background information provided, your own programme research and skills developed during production training.
- Ensure BBC Editorial guidelines are upheld in all work conducted.
- Demonstrate a willingness to participate in making editorial decisions about your programmes, but also respect and apply final decisions taken by the Juba senior editorial team.
- Ensure written or verbal consent is gained from every contributor before recordings begin and ensure a record is kept centrally at BBC Media Action.
- Create, maintain and build an extensive contacts list of people working in education, particularly girls' education in South Sudan, and build strong relations with the local education structures.
- Develop strong relationships and work collaboratively with the GESS NGO partner (state anchor) on the ground.
- Travel to different areas of South Sudan at short notice to produce programmes if required.
- Assist with training and development of other members of staff as and when needed.
- Develop the skills to edit and mix your own programmes.
- Manage your own logistics for production of programmes.
- Conduct your own well-considered and researched production risk assessments for every programme, ensuring this is signed off by BBC Media Action South Sudan management before conducting any field production.
- Use Research and Learning insights to help understand the topic of the programme.
- Any other duties that you may be assigned to do by your line manager.

**Required Knowledge, Skills and Experience:**

- Ideally an experienced radio journalist, who should be able to demonstrate experience in using the latest recording and audio editing software. For applicants without experience they must be able to demonstrate a keen interest in media or radio production, and an aptitude for the skills required.
- Demonstrate an understanding of, OR willingness to learn how to apply gender sensitivity techniques to your work.
- A commitment to diversity in your work, especially gender equality.
- Self-motivated and able to deliver to programme deadlines with minimal supervision.
- Strong team player; able to work effectively under pressure and to demonstrate patience to team members.
- Strong knowledge of and interest in girls' education.
- Fluency in written and spoken English and Azande, and ability to communicate in Simple Arabic.
- Able to demonstrate experience of working with communities, such as being a youth leader, or a volunteer, or a member of a Parent-Teacher Association.
- Willingness to learn new skills and proactively apply them in production and other duties.
- Willingness to work in and travel around the assigned location in South Sudan.
- Creative thinking and the ability to solve problems.

- Integrate with the GESS state anchor in your home location by staying aware of the work they are doing across the GESS initiative and actively seeking new contributors for stories through the wider GESS work. Particular attention should be given to community mobilisation activities.
- Producer should also keep state anchor managers up to date with their work in order to ensure effective collaboration across different components of GESS. This can be done by attending team meetings and presenting work to the Team Leader and other state anchor colleagues.

**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.

Applications to: [bbc.ma.recruitment@gmail.com](mailto:bbc.ma.recruitment@gmail.com). Please put 'Producer' in the e-mail title and include your e-mail address and phone number

Or hand deliver your applications to our office located in Tong Piny near Immigration office and opposite Mama Zahara Hotel.

Closing date: Wednesday 7<sup>th</sup> July 2017.

Only shortlisted candidates will be contacted

