

**BBC Media Action  
JOB DESCRIPTION**

**Job Title/s**

Production Coordinator

**Line Management:**

Senior Production Manager

**Contract type**

One-year fixed term - Local terms and conditions



**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**

The Production Coordinator will support the administration, production and broadcast of all BBC Media Action broadcast content including the new Global Affairs Canada-funded factual radio programme on sexual and reproductive health and rights; Our School (part of the GESS project); and Life in Lulu Radio Drama. He is responsible for building and maintaining relationships with broadcast partners and ensuring the delivery of programmes - either physically or online - in a timely fashion to ensure programmes are played on the right day at the right time.

**Main Duties**

- Provide coordination and logistical support to the radio production team across BBC Media Action South Sudan
- Support the senior production team to project and track spending.
- Manage the production officer.
- Complete procurement and logistical paperwork for production
- Update and maintain production activity whiteboards.
- Prepare audio for delivery to radio stations where required. In particular, this includes adding warnings to former episodes - to inform audiences that they are listening to a repeated programme.
- Manage and ensure timely delivery and playout of all BBC Media Action South Sudan programmes on partner radio stations. This includes the GAC factual radio programme, Our School, Life in Lulu and other new programmes that may come.
- Manage and update records of broadcast for all radio programmes and compile broadcast reports.
- Maintain contacts database for all broadcast partners.
- Liaise with partner radio stations and producers to confirm and get copies of programme feedback reports.
- Work with relevant project managers to develop and renew partnerships with radio stations.
- Manage contracting and payments for all broadcast partner stations.
- Conduct due diligence on all broadcast partner stations and keep accurate records on this.
- Keep production hard drive/shared drive tidy in an organised and logical order.
- Manage pre and postproduction paperwork including the filing of draft and final scripts.
- Maintain audio archive of all broadcast programmes.
- Coordinate effectively with Operations team on training and travel as required.



- Be a strong communication link between the Production department, Community Mobilisation and Finance and Operations
- Encourage and manage an archive of production pictures and stories of change.

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

- Experience of providing administrative support to 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.
- Management experience.
- Excellent written and spoken English,
- Spoken Simple Arabic.
- Ability to work independently, to prioritise tasks and to take initiative.
- Proficiency with Microsoft Word, Excel, and the internet.
- Commitment to the aims and objectives of BBC Media Action

#### **Desirable**

- Experience of working in a media organisation or creative industries.
- Experience of working within an NGO or socially focused organisation.
- 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, setbacks 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.

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This role is being advertised externally. Only South Sudanese are eligible to apply.

To apply, please submit a CV and letter of application to [bbc.ma.recruitment@gmail.com](mailto:bbc.ma.recruitment@gmail.com) by 5pm on 29<sup>th</sup> April 2021, your letter of application should clearly detail why you are interested in this role and how you meet the person specification.

