

Accepted
DIRECTORATE OF LABOUR
STATE MINISTRY OF LABOUR
18 OCT 2023
PUBLIC SERVICE & HRD
C. E. S. JUBA
2023

VACANCY ANNOUNCEMENT:
(EXTERNAL)

Ref No. BBC/JBA/2023/17/10/2-P

Job Title:	Arabic Language Producer
Number of positions	One (1)
Line Manager:	Project Manager
Contract type/Time:	10 months fixed term
Location:	Juba county
Eligibility:	External candidate
Special requirements:	Fluent in Arabic with ability to write reports English and scripts in Arabic language.
Deadline for submission:	30 th October 2023, 5 PM CAT

ABOUT BBC MEDIA ACTION:

BBC Media Action is the BBC's international development organisation, and we believe in the power of media and communication for good. We work in more than 20 countries around the world, supporting the independent media essential to democracy and development.

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.

PROJECT BACKGROUND:

We are launching a national radio show and PSAs in five languages created and broadcasted, which provides a platform for leaders to speak out about gender-based violence, to stimulate constructive discussion and provide information on women's rights and legal protection and support services available.

BBC Media Action is looking for simple Arabic language Producers to produce factual radio programmes for our GBV radio project which aims increased awareness and inspire communities to discuss gender-based violence and harmful gender norms, women rights, and available services willingness to discuss gender-based violence and women's rights in South Sudan.

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18 SEP 2023
Transforming Lives Through
media around the world

OVERALL, PURPOSE OF JOB:

The Producer will be responsible for delivering the specific language edition of a factual radio programme focussed on the issues outlined above. This includes research, plan, present and produce the programme.

MAIN DUTIES:

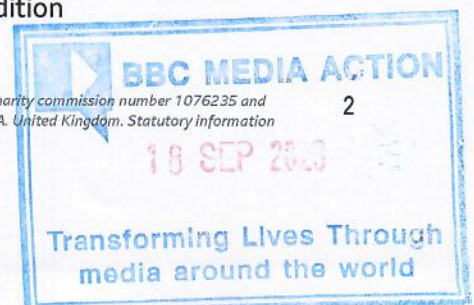
- To produce episodes of the GBV factual radio programme in Simple Arabic Language
- To actively participate in the planning process before and after launch: bringing ideas for topics, programmes and map out contributors.
- To work to an agreed brief to research, plan, produce and present each episode of the programme in Simple Arabic
- To manage own logistics to produce programmes: travel, budgets, risk assessment, permission letters etc with support and advice from the Project Manager and Snr Production Manager.
- To ensure written or verbal consent is gained from every contributor before recordings begin and that the record is kept centrally at BBC Media Action
- To ensure the local language in your programmes is clear and correct and the language and terminology is appropriate for our audience.
- To ensure all recordings are of a high technical standard and conform to BBC editorial standards and policy.
- To submit all scripts – including transcriptions of audio – to the Snr Production Manager for approval and sign, before mixing the final version of your programme
- To contribute to PSAs radio content

ESSENTIAL SKILLS AND EXPERIENCE REQUIRED:

- Self-motivated, able to deliver to programme deadlines with minimal supervision.
- Strong team player:
- Able to work effectively under pressure and demonstrate patience to team members.
- Ability to communicate effectively.

DESIRABLE SKILLS AND EXPERIENCE:

- Degree in mass communication, journalism, or related discipline
- At least 2 years' experience in production of factual radio programmes - GBV focus as an added advantage.
- Fluent in Arabic language.
- Strong audio interviewing skills and demonstrated experience.
- An experienced radio journalist, with recent experience recording audio in the studio and in the field.
- Ability to use and demonstrate use of Adobe Audition



- Previous experience working with local radio station partners in South Sudan.

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 to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities considering 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.

APPLICATION SUBMISSION CRITERIA:

To apply, send your CV and a short covering letter setting out how you meet the knowledge, skills, training and experience requirements listed in the job description to Recruitment@ss.bbcmediaaction.org in PDF or MS word format in zipped folder

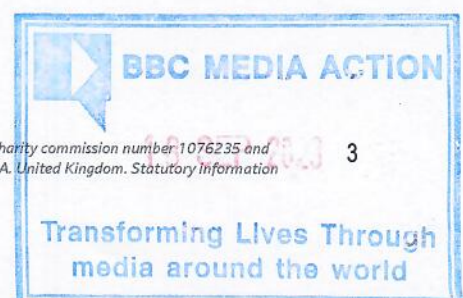
The position should be clearly indicated in the email subject line as **“Arabic Language Producer- BBC/JBA/2023/17/10/2-P.**

To accompany your CV and Cover letter, ensure the following documents are attached.

- Clear copy of South Sudan National ID card/Passport
- Clear copy of academic documents from recognised learning institutions
- Training certificates

SAFEGUARDING:

BBC Media Action is BBC's international charity organization registered in England and Wales under charity commission number 1076235 and company number 3521587. Registered Office: Broadcasting House, Portland Place, London. W1A 1AA, United Kingdom. Statutory information relating to BBC media Action is available on its website www.bbcmediaaction.org



The role involves working with groups of vulnerable children and adults. BBC Media Action is committed to providing a safe and trusted environment for every person connected to the work we do; and to preventing any type of unwanted behaviour including sexual harassment and exploitation, abuse, and financial misconduct (a zero-tolerance policy). Any candidate offered a job with BBC Media Action is expected to share and demonstrate our values and adhere to BBC Media Action' Safeguarding policy and sign BBC Media Action' Code of Conduct.

QUESTION:

Do you have anything in your history, either professionally or personally, that conflicts with BBC Media Action Code of Conduct?

All declarations will be kept confidential. Please note, non-disclosure of something that could impact your role, may lead to termination of your contract, if successful recruited.

Yes Please provide further comments in additional sheet of paper and attached with your application.

No