

17/11/2023

VACANCY ANNOUNCEMENT:

(External)

Ref No. BBC MA/JBA/2023/17/NOV/04/HP-LIL

Job Title:	Head of Production
Number of positions	One (1)
Line Manager:	Project Manager and technical supervision from Senior Production
Contract type/Time:	11 months fixed term
Location:	Juba, with travel to the field
Eligibility:	South Sudan National only
Deadline for submission:	30 th November 2023, 5 PM CAT
NOTE:	AS THIS POSITION IS URGENTLY REQUIRED, SHORTLISTING MAY START BEFORE THE APPLICATION DEADLINE.

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:

Life in Lulu is BBC Media Action's long-running radio drama in South Sudan. In the past the storylines focused on beliefs about health, conflict, and peaceful co-existence. To date, 8 series of the drama have been produced and BBC Media Action is preparing to produce an additional 2 series. These will focus on raising awareness and encouraging action against gender-based violence while empowering women and young people to actively participate in decision-making processes regarding civic issues that affect them and their communities. The drama will be produced in local languages and broadcasted nationally and across community stations, use digital platforms and work with CSOs to implement community outreach activities.

OVERALL, PURPOSE OF JOB:

The Head of Production will be responsible for the time delivery of all radio-related outputs under the LiL project. Reporting to the Project Manager and with technical support from the Senior Production Manager, the Head of Production will oversee production teams and provide capacity building support to members of the team for the duration of the project.

MAIN DUTIES:

- Take the lead in the production of all radio-related outputs.
- Ensure that the production team produces relevant and innovative content while adhering to BBC's editorial guidelines and production standards.
- Ensure close and effective collaboration with other departments, freelancers, suppliers & partners (internal & external).
- Lead, motivate and support the production team, ensuring that the editorial vision is communicated and understood.
- Create and manage schedules for the different teams to ensure that they are working in an effective and efficient way.
- Ensure that content reflects the diverse audiences of South Sudan.
- Liaise with HR, finance, procurement and logistics departments and state authorities where required, and ensure that contracts adhere to BBC regulations and South Sudan labour and broadcasting laws.
- Develop and manage positive working relationships with staff, contributors and provide constructive feedback where necessary.
- Contribute to the development and implementation of the department's strategy and policy.
- Seek improvements in content production to develop further efficiencies in working practices.
- Be accountable for the compliance and delivery of content, acting within BBC editorial, safeguarding, legal and health & safety guidelines.

ESSENTIAL SKILLS AND EXPERIENCE REQUIRED:

- A bachelor's degree in communications, sass media, journalism, or a related field
- 4+ years of experience in radio production with management responsibilities.
- Experience of managing teams to deliver radio outputs to tight deadlines and in a cost-effective manner.
- Establishing and improving systems for scheduling and coordinating the allocation of production resources.
- Demonstrate a great deal of creative ability, with a proven track-record in designing, developing, and making radio programmes.
- Experience in producing social media content.
- Ability to demonstrate strong editorial judgment and uphold good journalistic practices and principles.
- Excellent understanding of BBC aims and objectives.
- Considerable production budget management experience.
- Excellent interpersonal leadership and people management skills. Experience of leading and managing talent and production teams, as well as managing diverse teams.
- Excellent communication skills in English (verbal and written).
- A passion for and a great understanding of the area in which the role operates.
- Knowledge of latest production techniques and technologies.
- Experience of influencing, negotiating, and communicating effectively and credibly both internally and with external agencies/talent and partners.
- Ability to establish effective short- and long-term relationships with a wide range of people, talent, partners, and agencies.
- Highly developed planning and organising skills. Ability to manage several areas of work at one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.

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 **“Head of Production- BBC MA/JBA/2023/17/NOV/04/HP-LIL.**

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:

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

