

BBC WORLD SERVICE JOB DESCRIPTION

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| JOB TITLE | Multi-Media Journalist |
| DEPARTMENT | BBC Swahili Service |
| DIVISION | World Service Group |
| REPORTS TO | Senior Broadcast Journalist, BBC Swahili Service |
| LOCATION | Dar es Salaam, Tanzania |
| GRADE | Tanzanian Terms & Conditions |

CONTEXT

The BBC Swahili Service is a flagship language service of the BBC World Service, part of the world's largest public broadcaster.

The BBC Swahili Service broadcasts the award-winning Dira ya Dunia Television and Radio programmes, Amka radio breakfast show and English Premier League commentaries, all watched and heard by audiences across East Africa and beyond. Our editorial teams are located in London, Nairobi, Dar es Salaam and we have reporters in other countries in Africa.

At the heart of the service's exciting output is our hugely successful mobile and desk website, bbcswahili.com, offering video, interactive and audio content together with links to our Facebook and Twitter accounts.

Our output aims to make international news relevant to an East African audience, and bring international perspectives to bear on East African developments. Reporting in a dynamic and compelling fashion is important and interactivity forms a critical part of our content across all platforms.

ORGANISATION

Working in a multi-media team of journalists, the post holder will report to a Senior Broadcast Journalist, BBC Swahili Service. On a daily basis, you will be under the supervision of a Duty Editor as appropriate. Shift work will be required which will include nights, weekends and public holidays.

JOB PURPOSE

We are looking for a Producer / Presenter with a strong knowledge of Sports both in Africa and globally to work for BBC Swahili. The candidate must also have excellent understanding of Regional, British and International News and Current Affairs relevant to Our Swahili audience.

You will originate research, prepare, produce and present programs, items, packages, interviews, discussions, background, analysis and features, for radio, TV, online, mobile and social media.

You need to ensure that any programme material for which the post holder is responsible meets the standards required by the BBC. You will work as Duty Editor for specific broadcasts or periods of time, as required.

DUTIES

1. To research, report, write, translate, edit, reversion or adapt stories or programme material for broadcasting and online publication. To find contributors and interviewees as well as other sources of material and/or actuality, as appropriate and to the required specification

whilst maintaining professional journalistic standards of accuracy, impartiality and fair dealing and adhering to the BBC Editorial Guidelines. To ensure the availability of required production facilities.

2. To perform at the microphone with or without a script, edit and voice packages, conduct interviews and chair discussions and act as a participant in other productions, whether live, pre-recorded or on location.
3. To offer ideas for items, programmes/series and online output and to actively contribute to the editorial planning process. To suggest new angles on existing stories, means of moving the story on, and to put forward stories not yet covered.
4. To be responsible for a moving story, amending and updating material as required. To be able to freshen, and reversion a story. To be responsible for thinking through and around editorial problems, developing realistic alternative strategies and approaches.
5. To understand the department's strategy and to suggest ideas appropriate to its distinctive style and content.
6. To liaise closely with other team members and with contributors, reporters and stringers. To advise other parts of the BBC on issues and themes in our area.
7. To be responsible for studio production of live and pre-recorded programmes. To respond to breaking stories whilst on air and to resolve technical difficulties.
8. After appropriate training, to be able to use a range of audio & digital equipment and information technology software to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.
9. To build and maintain links with BBC News Online, to enable the efficient production of online content.
10. To be responsible for efficient use of allocated resources.
11. All Multi-Media Journalists may be required to travel outside Tanzania on short reporting trips and assignments and to spend longer periods of time in the target area.
12. All Multi-Media Journalists may be required to work with or move to other programme teams on a multi-media basis and to have the ability to work across a range of skills and in a flexible manner, and to carry out these responsibilities in accordance with the BBC's overall standards and values.

KNOWLEDGE, EXPERIENCE AND SKILLS

Essential

Recent and relevant experience as a multi-media broadcast journalist.

A full command and up to date knowledge of Kiswahili (first or equivalent language).

A good knowledge of English including complete comprehension of written and spoken English and the ability to communicate effectively.

Wide and up to date familiarity with East Africa and an in-depth understanding of the areas' Sporting Activities and Interests, history, politics, social issues and culture as well as the changing needs of the audience. An extensive knowledge of the media situation in the target area and the way it is developing.

A good knowledge of, and interest in British and international current affairs, particularly insofar as they affect the target areas.

An excellent broadcasting voice and strong presentation skills with the ability to perform at the microphone with flair. Good interviewing skills.

Ability to write, adapt and translate with accuracy, clarity and style appropriate to differing audiences and forms of media.

Good keyboard/computer skills and the ability to acquire technical skills and to operate technical equipment. A demonstrable interest in social media and an understanding of the potential of new technology are essential.

Desirable

Knowledge of the aims, objectives and standards of the BBC World Service.

Knowledge of any of Somali, Arabic, French, Hausa, Kirundi or Kinyarwanda.

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.

Editorial Judgement - demonstrates balanced and objective judgement based on a thorough understanding of the BBC Editorial Guidelines, target audience, programme and department objectives. Makes the right editorial decisions, taking account of conflicting views where necessary.

Creative Thinking - able to transform creative ideas into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.

Planning and organisation - 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.

Communication - able 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.

Influencing and persuading - able 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.

Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Resilience - manages personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

Flexibility - adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach

as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.

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(A job specification is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.)