

Job title	Journalist, Amharic Service, Nairobi		
Job family	Journalism	Proposed band	

Job purpose
Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output.

Key responsibilities and accountabilities

- Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver outputs in the appropriate medium in Amharic, to the highest professional standards.
- May be required to present the content on radio, TV or online. This might be live or recorded.
- May include the production and presentation of programmes. This might be live or recorded
- Exercise editorial judgment in developing story ideas and producing accurate and impartial journalism.
- To undertake pre and post production and studio work, live and pre-recorded. Use a range of video, audio & digital equipment and information technology to research, write, assemble, edit and deliver programmes in appropriate medium, to the highest professional standards.
- To liaise closely with other team members and with other departments in the BBC, to ensure that output material is shared, duplication is avoided, and best practice is upheld.
- Take a lead within a team setting or on delivering a specific piece of journalism or project as appropriate.
- To tailor different news treatments for different audiences ensuring that the output reflects the audiences we serve.
- To prioritise and plan activities taking into account all the relevant issues and factors such as deadlines staffing and resources available.
- To produce engaging packages through a range of production skills
- Delivering to tight deadlines while maintaining the highest editorial standards.
- At all times to carry out duties in accordance with the BBC Health and Safety policy

Knowledge, skills, training and experience

- Essential**
- Fluent to mother tongue standard in Amharic and fluent in English
 - Significant recent experience as a journalist, with a good knowledge of production techniques
 - Demonstrates sound editorial and policy decisions based upon a clear understanding of the BBC’s distinctive news agenda, the requirements of news and current affairs coverage, the programme departments and the audience

- Ability to use technology as required, in order gathering material for broadcast.
- Understands how a team works effectively and adopts the most appropriate role
- Able to build and maintain effective working relationships with a range of people
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC
- Effective planning and organising skills, ability to concentrate on several areas of work at one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities
- Ability to write creatively in an engaging manner, adapt, produce and translate with accuracy, clarity and style appropriate to differing audiences and forms of media suitable for multimedia output
- The flexibility and adaptability to sustain performance, particularly under pressure to meet deadlines and changing priorities and circumstances
- An understanding of Health & Safety procedures and how it applies to broadcasting

Job impact

Decision making

High level of responsibility and decision making; able to operate alone. No managerial responsibility. May be informally supported by Junior staff i.e. Researchers, Coordinators and Assistants.

Scope

Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.

Other information

For Reward team use only

Job Code

Definition:

Content

This job description 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.

JOB DESCRIPTION



Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	News and Current Affairs
Reports to (title)	BBC Amharic Editor
Location base	Nairobi

Organisation structure	
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Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none">• Considerable journalistic experience in either TV, Radio or Digital• Demonstrable understanding of the needs and interests of younger audiences in the Horn of Africa region and around the world• Excellent knowledge of international and HOA news, sport, current affairs and social affairs• An awareness of the marketplace in which BBC Amharic operates• An excellent understanding of social media tools and ability to use these across a range of platforms.• The ability to deliver on air in spoken Amharic and English.• A track record of imaginative and creative story-telling and innovative production techniques• Proven experience of working - and the ability to maintain composure - in a time pressured and deadline environment• Proven ability to work quickly, calmly and accurately under pressure.• A thorough knowledge of editorial aims and policies of BBC World Service and BBC News.• A comprehensive knowledge of the law and BBC producer guidelines as it applies to your work as a journalist

Approval	
Manager	Ashagre Hailu
HR Business Partner	Andrea Vogel
Date	22/11/19

