

**BBC World Service
Bishkek Bureau
Correspondent Job Description**

Job title: Correspondent, BBC Kyrgyz Service, Bishkek Bureau
Grade: Local
Contract: Fixed Term

ORGANISATION

BBC Kyrgyz is a multi-platform service, providing news and information to audiences on TV, Radio and Online five days per week. Working under the supervision of the Bishkek Editor and Senior Producers, Correspondents will be working for TV, Radio & Online to produce accurate, informed and interesting news and programming to the highest possible standards.

The role demands energy, creativity and flexibility, as well as a genuine passion for explaining Kyrgyzstan affairs and the world to our audiences.

Based in Bishkek, you will join the team to work on news, current affairs, social programmes, investigative stories, features, technology and sports, working in a team of journalists and reporting to Senior Producer/Editor as appropriate. Shift work is required which would include weekends and public holidays.

JOB PURPOSE

To originate, research, prepare, produce and at times present items, packages, interviews, discussions, complete programmes, background, analysis and features for TV, Radio and Online. To ensure that any programme material for which the post holder is responsible meets the standards required by the BBC.

DUTIES

- To research, write, translate, edit or adapt stories or programme material; 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's Producers guidelines.
- To perform at the microphone/ in front of camera with or without a script, conduct interviews and chair discussions, live or pre-recorded.
- To be responsible for a moving story, amending and updating material as required. To be able to freshen a story. To be responsible for thinking through and around editorial problems, developing realistic alternative strategies and approaches.
- To offer ideas for items, programmes and series. To suggest new angles on existing stories, means of moving the story on, and to put forward stories not yet covered. To understand the Service's strategy and to suggest ideas appropriate to its distinctive style and content.
- To liaise closely with other team members and with contributors, reporters and stringers.
- To be responsible for studio production of live and pre-recorded programmes. To respond to breaking stories and to resolve technical difficulties.
- After appropriate training, to be able to use a range of video, audio & digital equipment and information technology to research, write, assemble, edit and at times deliver programmes/articles in the appropriate medium, to the highest professional standards.
- All producers may be required to travel outside Bishkek on short reporting trips and assignments and to spend longer periods of time in the target area.
- To be prepared to take on any role required by the Editor or Senior Producer in response to the needs of the service.

- All correspondents may be required to work 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.
- To deputise for Senior Producers in their absence as required.

QUALIFICATIONS, SKILLS KNOWLEDGE AND EXPERIENCE

- Recent and relevant experience as a journalist in broadcasting, online or print media in a current affairs capacity and relevant to the target area.
- A full command and up to date knowledge of Kyrgyz language.
- The ability to communicate effectively in English.
- Fast and accurate typing in Kyrgyz.
- A good broadcasting voice and the ability to acquire the appropriate presentation style.
- Ability to write in an engaging and informative style, 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 are essential. Familiarity with the Internet is essential and an awareness of the potential of new technology is desirable.
- Wide and up to date familiarity with the target area (Kyrgyzstan, other Central Asia and FSU countries) and an in-depth understanding of the history, politics, social issues and culture as well as the changing needs of the audience in the area. An extensive knowledge of the media situation in the target area and how it is developing.
- A wide understanding of our broadcasting and online markets.
- A thorough knowledge and understanding of news and current affairs as well as social and cultural developments in the target area.
- An understanding of the BBC's distinctive news agenda and a wider interest in the strategy of the BBC as a whole.
- Good understanding of teamwork.
- A committed, motivated, energetic and enthusiastic approach to work.

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 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.

(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.)

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