

BBC NEWS - JOB SPECIFICATION

Job Title: Bureau Manager, Dar es Salaam
Base: Dar es Salaam
Country / region: Tanzania/Africa
Contract: Continuing

About us

International News is at the heart of the BBC. BBC News Group employs approximately 1,500 staff in 74 news bureaux around the world. It provides multimedia services to a global weekly audience of over 350 million, in English and 42 languages around the clock, every day of the year. The bureaux react to breaking news, provide news updates and analysis and produce live programme and online output. In a highly competitive market, delivering to both UK Licence Fee payers and commercial partners, BBC News services must be reliable and consistent and continue to meet the high standards expected by our audiences.

Context

The International Operations team supports all News Group bureaux. The Bureau Manager, Dar es Salaam reports to the International Manager responsible for the African region.

Dimensions

You will report to the International Manager Africa for the day-to-day running of the Dar es Salaam Bureau finances and administration. You will also be responsible for the supervision of the financial and administrative affairs in Tanzania.

The key task of this role is to provide efficient functioning of the office (administration, technology, staffing, business relationships and other aspects that may be required for the smooth day-to-day operation), and to give reliable support to the editorial activity of the Dar es Salaam Bureau by supervising these areas for all divisions, in compliance with the strategic priorities of all parts of the business. In doing so, the post holder will have to work with the International Operations and International Bureau Finance (IBF) teams, as well as local suppliers where necessary. You will be responsible for financial control, the administration of strategic initiatives, and best practice in the Dar es Salaam bureau. This will involve oversight of the preparation of timely, accurate and relevant financial information relating to the Dar es Salaam bureau as well as to partnerships.

Within the context above, the Bureau Manager will be responsible for timely and effective day-to-day co-operation between the Bureau and the relevant authorities in Dar es Salaam, ensuring best practice in the BBC's compliance with local regulations governing such areas as financial, tax, media and employment law.

Main duties

1. To understand the strategic priorities of all parts of the business and to manage the administration of the bureau accordingly.
2. To ensure compliance in Dar es Salaam, as well as within the BBC in financial, human resource and administrative areas and to be a single point of contact for London on compliance issues, and to advise on levels of risk; to keep the International Operations and IBF teams in London informed of issues or changes (including legislative ones) which may have implications for the BBC's operations in Dar Es Salaam, and to work with the stakeholders to resolve issues as they arise.
3. To supervise financial operations which include:

- management of bank accounts and petty cash accounts, including monitoring transactions and ensuring transactions are carried out in a timely manner; and that necessary funds to effect payment are always available;
 - oversight of accounting, both in local and foreign currency, in conformity with local legislation, and including the submission of monthly accounts to the IBF team using SAP in compliance with the BBC procedures
 - preparation of budgets, with the IBF team in UK, and management of the budgets for the bureau advising the Bureau Editor of any potential savings or overspends
 - supervision of payroll matters on behalf of the bureau, including payments to freelancers or guest contributors, as well as contractors in other parts of the region
4. To supervise preparation and presentation of data for tax submissions to tax authorities and ensure the timely payment of taxes; to keep both the IBM and the IBF teams informed of changes to tax legislation.
 5. To supervise HR operations which include:
 - Drafting and maintaining HR documents, i.e. employment agreements, personnel records, records of overtime and leave allocations for local hire staff; ensure that all HR records, internal orders and documentation conform to local labour legislation;
 - Processing payroll and ensuring all social security and tax contributions are paid in line with local legislation;
 - maintenance of HR data in compliance with the BBC best practice (IOD);
 - keeping records of mandatory training both in compliance with local legislation and BBC procedures;
 - visa support
 6. To supervise overall administrative issues which include:
 - the work of the bureau with external organisations, making sure that business priorities are met and that agreements are compliant, i.e. relations with the landlord, his agents and the relevant municipal authorities; including supervision of contracts with outside contractors and private landlords; monitoring and resolution of customs issues; and third party distribution arrangements
 - compliance of bureau maintenance and operation with both BBC and local health and safety standards, as well as fire safety standards and to lead on Business Continuity issues, liaising at all times with the relevant London staff and Bureau engineers and IT specialists
 7. To supervise local administrative and support staff and arrange their job responsibilities to ensure efficient functioning of the Bureau in all areas in charge. To carry out recruitment, appraisals, career development and provide training recommendations as applicable for the Dar es Salaam Bureau support team
 8. To assist correspondents and other bureaux staff in the logistical management of coverage, with a view to making it as cost effective and safe as possible.

Person Specification

KNOWLEDGE AND EXPERIENCE

- Fluent spoken and written English and Swahili; excellent communications skills and ability to manage remote communication effectively.
- Experience of supporting and delivering to strategic objectives.
- Sound book keeping experience: working with budgets; preparing financial reports; advising managers of cost issues; good working knowledge of SAP and/or relevant accounting software.
- Thorough knowledge of local tax, commercial, media, labour and safety legislation.
- Experience of managing and motivating a team; strong personal skills and confidence in communicating with people at all levels and from different backgrounds.
- Experience of stakeholder and crisis management.

- Excellent negotiating and influencing skills, with demonstrated experience of negotiating contracts with external suppliers and partners.
- Demonstrated experience of introducing new, flexible and efficient working practices.
- Demonstrable ability to handle pressure, meet tight deadlines; to prioritise work and to confidently delegate authority; to manage several projects at the same time.
- Excellent IT skills, with advanced knowledge of and programmes such as Excel, Word and Outlook, as well as the ability to become proficient in internal BBC technology systems.
- A lively interest in the broadcast news, online news and wider media environment and appreciation of the particular demands it may place on financial and administrative work.
- A knowledge of Tanzanian media scene and future trends; sensitivity to and awareness of the role of international broadcasters in Tanzania.
- Good Analytical Skills.
- Ability to work unsupervised in a busy and pressurised environment.
- Good working knowledge of Health and Safety procedures.

Competencies

Business Management: Is able to understand commercial imperatives and trading relationships, appropriately applies business principles in terms of costs, the market and added value.

Strategic Thinking: Can identify a vision along with the plan which need to be implemented to meet the end goal. Evaluates situations, decisions, issues, etc in the short, medium and longer-term.

Analytical Skills: Simplifies complex problems, processes or projects. Identifies casual relationships and constructs frameworks for problem-solving and/or development.

Decision Making: Is ready and able to take initiative, originate action and be responsible for the consequences of decisions.

Influencing Others: Presents sound and well-reasoned arguments to convince others. Draws from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Motivation/Drive: Constantly seeks to do things better through setting more challenging goals. Is prepared to question the current way of doing things and take risks in pursuit of excellence.

Flexibility: Adapts to changing circumstances and displays a positive attitude to the process of change.