

## JOB ADVERT

**Job Reference** 17316409  
**Job Title** Producer, Dari, Afghan Stream  
**Contact Email** CAS-173164-FDTJN0

### Job Advert Details

The opportunity has arisen to offer a full time continuing contract to join the Afghan Stream in London.

As a Producer you'll research, prepare and produce material in Dari for the Internet; radio and other media forms. Other duties will include conducting interviews, presenting programmes and chairing discussions. You'll also translate and adapt material swiftly and accurately for transmission or online output.

You would be joining the Dari team and so excellent written and spoken Dari is essential as is a full comprehension of English. You will have an in-depth understanding of Afghanistan regional and International current affairs and an understanding of the changing media market in the region. You will ideally have recent and relevant journalistic experience. You should also have strong IT skills and the ability to type, as well as knowledge and experience of the Internet and the ability to thrive in a fast-paced environment. A good microphone voice is essential for working on radio.

Salary: circa: £29, 698 p.a. plus allowance of £2, 493 p.a. for working flexibly

### **PRODUCER, PASHTO/PERSIAN SERVICE**

#### **JOB SPECIFICATION**

#### **GRADE 7D**

#### **ORGANISATION**

Working in a team of journalists and reporting to the Editor. On a daily basis, reporting to Senior Producer/Desk Editor, as appropriate. Shift work is required which would include nights, weekends and public holidays.

#### **JOB PURPOSE**

To originate, research, prepare, produce and present items, packages, interviews, discussions, complete programmes, background, analysis and features for radio; the Internet and other media forms. 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 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 or Section'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 whilst on air and to resolve technical difficulties.

After appropriate training, to be able to use a range of audio & digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.

All producers may be required to travel outside the UK on short reporting trips and assignments and to spend longer periods of time in the target area.

All producers may be required to work with or move to other programme / online 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.

### **QUALIFICATIONS AND SKILLS**

A good broadcasting voice and the ability to acquire the appropriate presentation style.

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 are essential. Familiarity with the Internet is essential and an awareness of the potential of new technology is desirable

Fast and accurate typing in Dari

Recent experience as a journalist in broadcasting or print relevant to the target area is desirable.

### **KNOWLEDGE AND EXPERIENCE**

A full command and up to date knowledge of Dari language.

Fluent or near fluent in English, both in written and spoken form and the ability to communicate effectively.

Wide and up to date familiarity with the target area ( Afghanistan, Iran, Pakistan, Tajikistan and other Central Asia) 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. A thorough knowledge of, and interest in, international (and British) current affairs.

An understanding of the BBC's distinctive news agenda and a wider interest in the strategy of the BBC as a whole.

A committed, motivated, energetic and enthusiastic approach to work.

A well developed understanding and experience of working as an effective member of a team

## 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, set backs 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.)