

Job Description

| 1) Job Details | | | | | |
|----------------|-------------------------|-----------------------------------|---------------|--|--|
| English Title: | Assignment Editor | Arabic Title: . | | | |
| Group: | | Division: | MENA Division | | |
| Directorate: | News Directorate | Department: News Input Department | | | |
| Section: | Assignment Desk Section | Position Code: | | | |

| 2) Relationships: | | |
|------------------------------|--|--|
| Report To: (Supervisor) | Head of Assignment Desk | |
| Supervise: (Subordinates) | N/A | |
| Internal Contacts: | Output producers, newsgathering, planning, Ingest, MAM | |
| External Contacts: | Freelancers | |

3) Job Purpose Summary:

The Assignment Editor is responsible for guiding the news day and executing the editorial process, and directing news operations in the field. Ensuring that all active assignments are reflected in this system.

4) Key Responsibilities and Accountabilities:

• Read in and have an overview of sports updates through all available sources (news wires, other agencies, newspapers, etc.)

- Participate in the editorial meeting and propose ideas on what news stories need more coverage and content development.
- Screen the reports received from the reporters and review packages and make changes or adjustments if needed
- Commission stories and assign tasks to the news teams.
- Coordinate with the satellite desk to book satellite time and space.
- Coordinate with the bureaus and with the reporters.
- Coordinate with the interview desk to ensure proper arrangements are in place for required guests.

5) Other Responsibilities:

• Perform other duties relevant to the job as requested.

| 6) Job Requirements / Qualifications: | | |
|---|---|--|
| Education: | Minimum Bachelor Degree in Journalism, Media, Communication or other related fields | |
| Minimum Required Academic Degree: | Bachelor Degree | |
| Experience: | Minimum 3 years of professional experience in TV or related fields with in-field reporting and journalism experience. Experience running a large news desk operation is essential. Field news production experience is an asset. | |
| Minimum Required Relevant Experience Years: | 3 Year(s) | |

| Skills: • Writing skills • Editorial skills • Presentation skills • Presentation skills • Interpersonal skills • Interpersonal skills • Interpersonal skills • Logistical skills • Languages • Logistical skills • Knowledge in news sources and belN Sport editorial integrity and ethics • Knowledge in editorial and Journalism work standards • Knowledge in editorial and Journalism work standards • Knowledge in the work flow or a large global news operation Abilities: • Able to improvise • Able to improvise • Able to defuse crises • Able to multitask and delegate Core 1- belN Sports ethics and code of conduct. 2- belN Sports ethics and code of conduct. 2- belN Sports spirit. 3- Diversity. 4- Integrity. Competencies: Office and field work | | | | | | |
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| Work Office and field work | <u> </u> | 4- Integrity. | | | | |
| | Competencies: | | | | | |
| Environment: | Work | Office and field work | | | | |
| | Environment: | | | | | |
| Job Demands: Physical NA | Job Demands: | Physical | ΝΑ | | | |
| Characteristics: | | | | | | |
| Other NA | | Other | ΝΑ | | | |
| Characteristics: | | Characteristics: | | | | |

7) Performance Measures:

• Team management

- General knowledge of global news
- Editorial judgement
- Logistics management
- Eye for detail and follow-up

8) Tools and Equipments:

- "I-News" and "Insticts"
- News Browse
- Computer and Internet

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