

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:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Writing skills • Editorial skills • Presentation skills • Multitasking skills • Interpersonal skills • Languages • Logistical skills 	
Knowledge:	<ul style="list-style-type: none"> • Knowledge in news sources and beIN Sport editorial integrity and ethics • Knowledge in editorial and Journalism work standards • Knowledge in the work flow or a large global news operation 	
Abilities:	<ul style="list-style-type: none"> • Able to work under pressure • Able to improvise • Able to defuse crises • Able to multitask and delegate 	
Core Competencies:	1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.	
Competencies:		
Work Environment:	Office and field work	
Job Demands:	Physical Characteristics:	NA
	Other Characteristics:	NA

7) Performance Measures:
<ul style="list-style-type: none"> • Team management • General knowledge of global news • Editorial judgement • Logistics management • Eye for detail and follow-up

8) Tools and Equipments:
<ul style="list-style-type: none"> • “I-News” and “Insticts” • News Browse • Computer and Internet