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| **1. Position Details** | | | | | |
| **Position Title:** | **Assistant Media Traffic Logging Operator** | | | ***Position Code:*** |  |
| **Position Type:** | *Editorial*  *Support*  *Executive Management* | | | ***Position Grade:*** |  |
| **Base Location:** |  | **Group:** |  | | |
| **Division:** | MENA Division | | | | |
| **Channel / Directorate:** | Technical Operations Directorate | | | | |
| **Department:** | Media Operation Department | | | | |
| **Section:** | Media Management Section | | | | |

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| **2. Relationships** | |
| **Report to :** (Supervisor’s Position) | Head of Media Management |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** | Media Operations department |
| **External contacts:** |  |

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| **3. Position Purpose Summary:** |
| The Assistant Media Traffic Logging Operator is responsible to assist the Senior & Team Leader in monitoring, channeling communication and trace media content between the different departments in an organization/ TV channel, plus log the media by a dedicated information. |

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| **4. Key Responsibilities and Accountabilities:** |
| • Following Up the Transmission media Contents daily schedule, from Ingest to Library (through Mentoring if requires) to Transmission and Archive  • Making weekly and daily Library request for transmission relaying on the program schedule  • Making weekly Kill List for the expired contents from the daily server  • Following up naming and initials (includes Tape and live ID) on the Servers and Tapes  • Re arranging the Feed list to be ready for schedule ingest (includes, initials, local time and input ports for ISIS and tapes), attached the feed list before and after modification- they will be using SchaduALL in future for this purpose  • Following up weekly highlights and rebroadcast channels  • Making sure outgest material are ready for playing out to external sources  • Communicating with schedule section for expected repeated events in order to keep them online.  • Communicating with ingest, Library, Post production and monitoring sections to assure the contents availability on time  • Log all the necessary information of the content by using a professional logging interface  • Holding responsibility of assuring all daily scheduling is fulfilling the dead line and ready for transmission  • Management of Server Space. Daily deletion to maintain a healthy percentage of sever space  • Manage the transcode and delivery of content to clients using FTP.  • Conversant with all current codecs and able transcode and deliver various compressions  • Technical understanding of Broadcast Workflow and the tools required to achieve it |

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| **5. Other Responsibilities** |
| • Temporary, adding necessary logs and Data to the tape's technical report, till the logging unit is formed  • Following Commercials went on Air  • Making sure promos are published online on the right bath for transmission  • Attending section meetings  • Future Duties (Tapeless workflow)  • All previous will be followed on the Media Grid through MAM system  • Working on the Schedule All for the feed list  • Following Archiving and restoring for transmission automation system |

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| **6. Job Requirements and Qualifications** | | |
| **Education:** | Minimum High School or Higher Diploma | |
| **Experience:** | Minimum 2 years professional experience in Media Broadcast industry or in related work | |
| **Skills:** | • Agility and reaction  • Familiar with the broadcast equipment  • Languages skills  • Computer and internet skills  • Good communication skills | |
| **Knowledge** | • Operating VTRs  • Operating IP Director and Assist management system  • PC and office  • English Language and Arabic is a plus  • computer background is must- video knowledge is an advanced | |
| **Abilities:** | • Able to work under pressure  • Able to take the responsibility  • Able to monitor many signals simultaneously  • Able to work in a shift method  • High sense of attention to the channels output and to all details  • Able to work in a team environment  • Able to deal with the live events and take the proper action when needed | |
| **Core**  **Competencies:** | 1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity. | |
| **Work Environment:** | Office | |
| **Job Demands:** | Physical characteristics: |  |
| Other characteristics: |  |

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| **7. Performance Measures** |
| • Number of errors  • Quality & quantity of output  • Problem solving  • Proper speed react  • Commitment and discipline |

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| **8. Tools and Equipment** |
| • Video and audio mixer  • Graphics on air equipment  • Play out equipments  • Logo inserter  • Router  • VTR  • System converter  • Wave form.  • limiters  • Isdn |