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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 |