1. Position Details

Position Title:	**Senior 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		

2. Relationships

Report to : (Supervisor's Position)	Head of Media Management
Supervise : (Subordinates' Positions)	
Internal contacts:	Media Operations & other relevant department
External contacts:	

3. Position Purpose Summary:

The Senior Media Traffic & Logging Operator is responsible to revolve around monitoring, channeling communication and trace media content between the different departments in an organization/ TV channel, plus log the media by a dedicated information.

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 Schedule all in future for this purpose
- Following up weekly highlights and rebroadcast channels
- Making sure outlets 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
- Follow the daily workflow
- Monitor operator progress
- Send Daily report for the direct line manager
- Manage and made a weekly Rota for his stuff
- Act in behalf of the direct line manager when is required
  - 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

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
- All previous will be followed on the Media Grid through MAM system
- Working on the Schedule for the feed list
- Following Archiving and restoring for transmission automation system

6. Job Requirements and Qualifications

Education:	Minimum Bachelor Degree in Media, Film, Broadcast Operations, Communications or any related discipline.
Experience:	Minimum 4 years of professional experience in Media Television Journalism or any 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:

7. Performance Measures

- Number of errors
- Quality & quantity of output
- Problem solving
- Proper speed react
- Commitment and discipline

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