

1. Position Details			
<b>Position Title:</b>	<b>Assistant Dubbing Producer</b>		<b>Position Code:</b>
<b>Position Type:</b>	<input type="checkbox"/> Editorial	<input type="checkbox"/> Support	<input type="checkbox"/> Executive Management
<b>Base Location:</b>		<b>Group:</b>	
<b>Division:</b>	MENA Division		
<b>Channel / Directorate:</b>	Programs Directorate		
<b>Department:</b>	Programs Supports Department		
<b>Section:</b>	Editorial Support		

2. Relationships	
<b>Report to :</b> (Supervisor's Position)	Head of Editorial Support
<b>Supervise :</b> (Subordinates' Positions)	N/A
<b>Internal contacts:</b>	programs, operations and other relevant departments
<b>External contacts:</b>	N/A

3. Position Purpose Summary:
The Assistant Dubbing Producer is responsible to Implement the dubbing and producing process correctly.

4. Key Responsibilities and Accountabilities:
<ul style="list-style-type: none"> <li>• Assure the validity of the available information for the dubbing program</li> <li>• Provide voice over for dubbing</li> <li>• Ensure all dubbing is performed in a timely fashion</li> </ul>

**5. Other Responsibilities**

- Perform other duties as required

**6. Job Requirements and Qualifications**

<b>Education:</b>	Minimum Bachelor Degree in Communications or any related discipline.	
<b>Experience:</b>	Minimum 1 year professional experience in Media Broadcast industry with similar role.	
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written skills in at least one foreign language</li> <li>• Computer skills</li> <li>• Organizational skills</li> <li>• Voice over skills</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of sport</li> <li>• Good knowledge of media and production process</li> </ul>	
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to work under pressure</li> <li>• Able to work to tight deadlines</li> <li>• Able to work as part of a team</li> <li>• Able to deliver good voice over</li> </ul>	
<b>Core Competencies:</b>	1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.	
<b>Work Environment:</b>		
<b>Job Demands:</b>	Physical characteristics:	
	Other characteristics:	

**7. Performance Measures**

- All dubbing requirements carried out accurately and meeting deadlines

**8. Tools and Equipment**

- Computer and internet