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| **1. Position Details** |
| **Position Title:**  | **Assistant Presentation Scheduler** | ***Position Code:***  |   |
| **Position Type:**  | [ ]  *Editorial* [ ]  *Support* [ ]  *Executive Management* | ***Position Grade:***  |  |
| **Base Location:**  |  | **Group:** |  |
| **Division:**  | MENA Division |
| **Channel / Directorate:**  | Programs Directorate |
| **Department:** | Channel Scheduling & Promotions Planning Department |
| **Section:**  |  |

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| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Manager of Channel Scheduling & Promotions Planning |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** | News, Programs, Technical Operations Directorate & beIN Sport relevant department. |
| **External contacts:** |  |

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| **3. Position Purpose Summary:** |
| The Assistant Presentation Scheduler is responsible to create Daily and weekly schedule by using Microsoft Excel or broadcast automation system. |

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| **4. Key Responsibilities and Accountabilities:** |
| • All Upcoming Weekly updates and changes required. (Live, Repeats, beIN Sport programs and imported magazines).• Archive and Control beIN Sport Fillers and Imported Fillers.• Archive and Control beIN Sport programs and imported magazines.• Archive and Control Commercials and any updates required.• Add all Events, programs, Fillers and Commercials Information’s (Tape ID, Durations, Episodes number).• All Daily updates required (Live, programs, Fillers, Commercials). |

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| **5. Other Responsibilities** |
| • Follow up and Communicate with MCR Team for any updates required.• Send the daily programs schedule to beIN Sport Employees. |

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| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum High School or Higher Diploma |
| **Experience:**  | Minimum 2 years of professional experience in Media Broadcasting industry or any related work. |
| **Skills:**  | • Numerical skills• Computer skills• Team work• Organizing• Problem Solving• Good Work Attitude |
| **Knowledge** | • Scheduling System• Microsoft office • Broadcast automation system |
| **Abilities:**  | • Able to work under pressure• Able to work methodically and meet deadline• Able to communicate effectively |
| **Core** **Competencies:** | 1- beIN Sports ethics and code of conduct.2- beIN Sports spirit.3- Diversity.4- Integrity. |
| **Work Environment:**  | Office work |
| **Job Demands:**  | Physical characteristics: |  |
| Other characteristics: |  |

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| **7. Performance Measures** |
| • Timeous delivery of Transmissin Schedule.• Level of accuracy of Transmissin Schedule.• Level of accuracy of data entry.• Time Management.• Keeping up with changes in schedules, and performing the required duties. |

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| **8. Tools and Equipment** |
| • broadcast automation system• Computer and Internet• Microsoft Office |