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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 |