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| **1. Position Details** |
| **Position Title:**  | **Assistant Program & Promotions Planner** | ***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:** | All Relevant network programs sections and departments |
| **External contacts:** |  |

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| **3. Position Purpose Summary:** |
| The Assistant Program & Promotions Planner is responsible to create Weekly planning by using Microsoft Excel or broadcast automation system. |

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| **4. Key Responsibilities and Accountabilities:** |
| • Create Weekly planning by using Microsoft Excel or broadcast automation system.• Communicate with the commentator’s department in some special cases.• Follow up with Daily Schedule team in some special cases.• Add and repeat upcoming live and programs. |

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| **5. Other Responsibilities** |
| • Follow up with changes.• Manage all upcoming live updates and changes. |

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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 |