

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

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

3. Position Purpose Summary:
The dubbing Producer is responsible for ensuring valid information and translation and dubbing material

4. Key Responsibilities and Accountabilities:
<ul style="list-style-type: none"> • Follow up on all programming to ensure validity in the scripts and Arabic translation • Ensuring all programs are accurately dubbed • Ensure all dubbing is performed in a timely fashion • Providing voice over as required

5. Other Responsibilities

- Perform other duties as required

6. Job Requirements and Qualifications

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

7. Performance Measures

- All dubbing requirements carried out accurately and meeting deadlines

8. Tools and Equipment

- computer and internet