

1. Position Details			
Position Title:	Assistant News Editor		Position Code:
Position Type:	<input type="checkbox"/> Editorial <input type="checkbox"/> Administrative <input type="checkbox"/> Executive Management		Position Grade: J1
Base Location:		Group:	
Division:	MENA Division		
Channel / Directorate:	Technical Operations Directorate		
Department:	Media Operation Department		
Section:	Post Production Section		

2. Relationships	
Report to : (Supervisor's Position)	Head of Post Production
Supervise : (Subordinates' Positions)	
Internal contacts:	News Dept., CAR, Transmission, Library & Archive, Foreign Disk , BIT, IT, Corresponded
External contacts:	Overseas Bureaus

3. Position Purpose Summary:
The Assistant News Editor is responsible to Assist in technique of assembling short video and audio elements into a sequence to condense space, time, and information for News Production services, as well as operating the Bulletin on Air

4. Key Responsibilities and Accountabilities:
<ul style="list-style-type: none"> • Editing all kind of news Bulletins and News Programs Reports and Videos (VTs, OOVs, Floating PIX, Headlines ...etc.). • Deal with the iNews NCRS and PAM (interplay) Elements in order to give the edited Segment the correct name and Tape ID. • Playing out the NEWS Bulletins and News Programs on Air • Receiving the Video material (ready Reports ...etc.) from overseas bureaus by selecting the right source from the CAR • Granted the technical approval on the Video & Audio Elements and Levels and provide technical report of the completion • "Doblaje" Dubbing purchased/ready-made Programs to another language

5. Other Responsibilities
<ul style="list-style-type: none"> • Helping out Program Editing Unit if required • Perform Other duties relevant to the job as requested

6. Job Requirements and Qualifications	
Education:	Minimum Post-High School in Media or any equivalent related discipline. Bachelor degree would be an advantage.
Experience:	Minimum 2 years professional experience in Media Industry or any equivalent relevant discipline
Minimum English Level:	.

Skills:	<ul style="list-style-type: none"> • Agility and reaction • Good communication skills • Language skills
Knowledge	<ul style="list-style-type: none"> • Sport knowledge • Aspect Ratio • Video Definitions • Video Quality • TV Broadcasting terminology and working concepts • Working with MAMs (Media Assist Managements) • Familiar with broadcast equipment
Abilities:	<ul style="list-style-type: none"> • Able to work under pressure • Able to take the responsibility • Able to work in a shift method • High sense of attention for live coverage • Able to work in a team environment
Core Competencies:	1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.
Work Environment:	Office and field work
Job Demands:	Physical characteristics:
	Other characteristics:

7. Performance Measures

- Quality of output
- Accuracy of the Segments
- Number of Segments and packages
- Producer & Director degree of satisfaction
- Time Management

8. Tools and Equipment

- AVID, FCP, PAM, MAM
- VTRs
- ROUTER
- PLAY OUT MACHINES & INEWS
- PC & FTP
- Wave Form
- Audio Mixer