



## **1. Job title: Project assistant**

**Location:** Dar es Salaam, Tanzania

**Reports to:** Project manager

**Duration:** 8 months

**Special requirements:** The right to live and work in Tanzania. Fluent in English and Swahili with ability to write reports in both languages.

**Closing date:** 18 September 2022

Interested qualified candidates should submit their CV with cover letter (in English, PDF or Microsoft Word format) which outlines their experience and suitability for the role by email to: [recruitment@tz.bbcmmediaaction.org](mailto:recruitment@tz.bbcmmediaaction.org) – please include the title of the position applied for in the subject line and send **by 5pm on 18 September 2022**.

Only applicants with separate cover letter will be considered. Please do not send certificates or other attachments. Only shortlisted candidates will be notified.

### **BBC Media Action:**

BBC Media Action is the BBC's international development organisation, working in more than 20 countries and reaching more than 100 million people a year. We support independent media and share trusted information that protects health, bridges divides, challenges prejudice, and saves and changes lives. We follow the editorial standards and values of the BBC, but we rely on donor funding to carry out our work. To find out more, please see [bbcmmediaaction.org](http://bbcmmediaaction.org).

### **Job purpose:**

The project assistant will be expected to provide administrative coordination support to the project team and staff at partner radio stations with whom BBC Media Action is collaborating to deliver the UNICEF-funded responsible parenting and family care (RPFC) project. The project aims to improve communication between parents and children, encourage greater male involvement in parenting and strengthen systems for reporting child abuse or neglect at the community level.

The successful candidate will be based in the BBC Media Action office in Dar es Salaam with frequent travel to the project's focal regions of Mbeya, Iringa, Njombe, Songwe, Kigoma and Zanzibar.

**Main duties:**

- Manage communication with all partner radio stations to ensure timely production and broadcast of project radio shows and provide reports to the project manager to measure the shows' impact.
- Facilitate payment of production stipends to partner radio stations and ensure that relevant information has been submitted to the finance team to make payments on time
- Keep an accurate record of equipment issued to staff at partner stations and maintain communication on proper usage
- Coordinate plans for training sessions and workshops in line with BBC Media Action procurement policies and procedures
- Work closely with the operations team to ensure all project procurement is in line with BBC Media Action guidelines and donor requirements
- Manage logistics for project activities, including visits by BBC Media Action staff, partners and donors
- Maintain a database of project information and reports
- Compile information for monthly reporting and donor reporting
- Ensure documents and reports relating to radio production and training are stored appropriately on the office shared drive
- Maintain regular contact with key staff at partner radio stations to ensure timely delivery of project and research information
- Contribute to the preparation of activity budgets as requested by the project manager
- Understand and comply with BBC Media Action's Safeguarding Policy and the staff Code of Conduct
- Participate in relevant mandatory training on safeguarding and respect at work
- Report any safeguarding concerns immediately, either to the Country Director, or using the Whistleblowing Policy
- Perform any other duties as maybe required

**Required skills, knowledge, and experience:**

- Degree or diploma in a relevant field (such as project management, international development, social sciences)
- Two years' experience working with international donors
- Fluency in English and Swahili
- Good interpersonal skills to establish effective working relationships with BBC Media Action staff in country and the UK and other key stakeholders
- Able to communicate effectively at all levels within the organisation
- Conversant with Microsoft Office Suite
- Willingness to take the initiative in identifying problems and suggesting and implementing solutions
- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture
- Ability to work to short deadlines.

*The role may involve working with groups of vulnerable children and adults. For the successful candidate, mandatory training will be provided on BBC Media Action's safeguarding policy and staff code of conduct. A police background check may form part of the recruitment process. BBC Media Action operates a zero-tolerance policy concerning all forms of abuse and exploitation of vulnerable people.*

## **2. Job title: Head of production**

**Location:** Tanzania

**Reports to:** Senior project manager and editorial lead

**Duration:** 12 months (with possible extension)

**Special requirements:** The right to live and work in Tanzania. Fluent in English and Swahili with ability to write reports and scripts in these languages.

**Closing date:** 18 September 2022

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### **Job purpose:**

The head of production will lead a young, dynamic team of media producers to create editorially-sound, high quality, digital and radio content. The successful candidate will take on editorial and technical responsibility for the delivery of all BBC Media Action content in Tanzania and will be expected to manage production teams in producing content in line with the highest production standards, BBC editorial guidelines and project objectives.

The successful candidate will be expected to work on all BBC Media Action's current and upcoming projects in Tanzania and to ensure systems are in place to support all aspects of production at every stage from design to broadcast/publication. Working closely with the senior projects manager and editorial lead, the head of production will also be responsible for building the capacity of the production team on technical and editorial matters.

The head of production will have strategic input into organisational development as well as the development of new projects and the expansion of the country office.

### **Main duties:**

#### *Production*

- Take overall responsibility for the delivery of all broadcast outputs of BBC Media Action Tanzania, ensuring editorial integrity, quality, value-for-money and timeliness of all output.
- Work with senior producers, the senior projects manager and editorial lead, the country director and the global editorial development team to resolve any editorial issues. Ensure production teams fully understand the BBC editorial guidelines and values.
- Work closely with the project team to ensure that programmes meet project goals, the production team understands these goals and outreach activities link with broadcasts. Also work closely with the research team to ensure programmes reflect research findings and are effectively monitored and evaluated.
- Creatively shape the concept of all new productions, or changes in productions, using knowledge of the local context to ensure outputs reflect the reality of life in Tanzania
- Ensure complex themes such as gender, climate change, governance and youth are treated sensitively and creatively across all media outputs

- Ensure BBC Media Action policies and codes of conduct are understood and implemented throughout the production process, with particular attention to the organisational Safeguarding Policy, Equity, Diversity and Inclusion Strategy, and BBC Editorial Guidelines.
- With support from central teams, ensure that BBC Health and Safety Guidelines are observed on all productions and that relevant staff are trained and briefed to manage risk effectively during production.

### *Staff management*

- Lead the production team, including the line management of specific members of the team
- Ensure systems are in place for the effective operation of the team, including scheduling, workplans, 1:1s and appraisals, and editorial and performance review meetings
- Build the management capacity of senior producers and production co-ordinators to enable them to carry out their management responsibilities effectively
- Build the capacity of all production staff to deliver outstanding content.

### *Organisational management*

- Ensure systems are in place to manage production resources, including all production equipment, edit suites and production facilities
- Oversee production budgets for all relevant projects and ensure that production complies with BBC Media Action's finance and administration guidelines, as well as donor requirements – in particular that it provides excellent value-for-money and can be reported clearly and accurately
- Support the country director, the senior projects manager and their teams, in writing production-related sections of reports for donors, colleagues and the public
- Represent BBC Media Action with development partners, broadcast partners and other media stakeholders
- Advocate the needs of broadcast teams to the senior management team and ensure office and project policies and procedures are relevant and workable to meet the needs of broadcast teams
- Support the Country Director in taking strategic decisions about current and future operations, based on a solid understanding of the risks and opportunities in the media-development sector.

### *Safeguarding responsibilities*

- Understand and comply with the Safeguarding Policy and the staff Code of Conduct.
- Participate in relevant mandatory training on safeguarding and respect at work.
- Report any safeguarding concerns immediately, either to the country director, or using the Whistleblowing Policy.

## Required skills, knowledge, and experience:

### *Essential*

- At least seven years' experience in radio production across a range of formats and media platforms
- At least three years' experience in an editorial leadership position
- Demonstrable creative ability, with a proven track-record in designing, developing and making programmes
- Excellent interpersonal and leadership skills and significant experience of leading and managing diverse talent and production teams
- Experience of project planning with proven experience of successful project management against tight deadlines
- Experience of setting up systems for managing production resources
- Experience of developing written plans and reports for internal and external audiences
- Excellent communication skills, fluent in English and Swahili (verbal and written)
- Experience of building and influencing high-level external relationships
- Experience of designing or commissioning training and learning for production teams.

### *Desirable*

- Experience of working in a developing-country media context, preferably in East Africa
- Understanding of the principles of behaviour change communication
- Experience of overseeing a multi-platform media production project
- Understanding of BBC health and safety requirements and how these can be applied in developing country contexts
- Knowledge of BBC editorial values, aims and objectives and an ability to apply these to media development projects.

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### **3. Job title: Mentor/producer-presenter**

**Location:** Tanzania

**Reports to:** Senior mentor/trainer

**Duration:** 12 months (with possible extension)

**Special requirements:** The right to live and work in Tanzania. Fluent in English and Swahili with ability to write reports and scripts in these languages. The post holder will be required to spend at least 60% of their time in the field, working with radio producers at partner stations throughout Tanzania.

**Closing date:** 18 September 2022

To apply, send your CV and a short covering letter (in English, PDF or Microsoft Word format), setting out how you meet the knowledge, skills, training and experience requirements listed in the job description to: [recruitment@tz.bbcmediaaction.org](mailto:recruitment@tz.bbcmediaaction.org) – please include the title of the position applied for in the subject line and send **by 5pm on 18 September 2022**.

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**Job purpose:**

We are looking for two mentor/producer-presenters to work on a radio show (potentially nationally broadcast), and to deliver in-depth radio production mentoring to staff at several radio partner stations throughout the country. The training and ongoing support to partner stations aims to build their staff capacity to produce varied, high-quality and editorially robust radio programmes.

The successful candidates will work closely with the senior mentor to create radio outputs that reach the highest editorial and professional standards in line with BBC editorial policy and production guidelines. The successful candidates will also work with the senior trainer mentor and partnerships development manager to develop training plans that meet the needs of radio producers in line with a range of project objectives, and with the overall goal of improving the quality and capacity of the media sector in Tanzania especially on issues around governance, gender and climate change.

**The post holder will be required to spend at least 60% of their time in the field, working with radio producers at partner stations throughout Tanzania.**

**Main duties:**

- To develop and deliver the partner training and capacity-building elements of BBC Media Action's Responsible Parenting and Family Care project (RPFC) to reach the highest standards in terms of quality, effectiveness, impact and relevance, meeting objectives clearly defined in the project proposal.
- To be the voice of a potential national radio show, presenting the programme in an engaging style that appeals to existing audiences and attracts new listeners.
- Planning, scripting, producing and editing programme items and full editions of the programme.
- To work with the senior trainer mentor and partnerships development manager to design a formal and on the job production guide for partner radios and to independently deliver these trainings to radio producers at assigned partner stations. This document will guide the entire period of mentorship and serve as a frame of reference for evaluating the trainer/mentor's performance.
- To deliver a series of training workshops and events, using agreed training guide.
- To deliver one-to-one mentoring to young reporters and journalists at assigned partner organisations. The trainer/mentor will provide constructive feedback at the end of each assignment.
- To work closely with senior producers and project team to develop topics and create its work plan ready for production.
- To plan, arrange and conduct field interviews for the national programme.
- To work closely with radio partner producers on all aspects of training and programme production to ensure maximum ownership.
- To ensure that findings from research and audience feedback are used to refine and improve projects outputs.
- To ensure all project activities meet BBC standards, as well as delivering the projects development objectives.
- To provide technical linkages between NGO experts and local radio partners in development of radio products and manage relationships between both.
- Understand and comply with the Safeguarding Policy and the Staff Code of Conduct.
- Participate in relevant mandatory training on safeguarding and respect at work.
- Report any safeguarding concerns immediately, either to the Country Director, or using the Whistleblowing Policy
- Perform any other relevant duties that may be assigned under the role.

**Required skills, knowledge, and experience:**

- A minimum qualification of Diploma in Journalism or Mass Communication.
- Fluent in Swahili with ability to deliver trainings and write reports.
- Good English language skills are an added advantage.
- Strong editorial judgment and substantial radio production experience within Tanzania is essential.
- Experience in training journalists is an added advantage.
- Excellent interpersonal skills, communication and influencing skills.
- Ability to work in teams.
- Strong understanding of and commitment towards BBC editorial values.

- Strong understanding of the role of media and communication in development.

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