

**BBC MEDIA ACTION****JOB DESCRIPTION**

**Location:** Tanzania

**Job title:** Production coordinator

**Reports to:** Head of production

**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.**

Candidates should send their CV and a 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 14<sup>th</sup> January 2024**

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

**Closing date: 14<sup>th</sup> January 2024**

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**Context:**

BBC Media Action is the BBC's international development organisation, and we believe in the power of media and communication for good. We work in more than 20 countries around the world, supporting the independent media essential to democracy and development. Each year our projects and programmes reach over 100 million people facing poverty, inequality, and insecurity with information they can trust, helping to improve health, bridge divides, challenge prejudice, and save and change lives. We follow the editorial standards and values of the BBC, but we rely on funding from donors and partners to carry out our work.

**Overall purpose of job**

The production coordinator is the link between the production team and the project, administration and finance teams and works to deliver logistical support to production activities for radio and digital content across BBC Media Action's projects in Tanzania, including the creation of factual, drama, magazine and discussion programmes. The coordinator is required to manage all logistics, including travel bookings, risk assessments, identification of venues and contractors to support the production of content in locations throughout Tanzania. S/he will also be expected to support the editing and post-production of content and ensure effective management of production team resources, including personnel, equipment, and software.

**Main duties and accountabilities**

1. Provides logistical support in all aspects of the production by working behind the scenes to perform administrative tasks associated with Radio and Digital to ensure production deliver its work in line with project objectives, and BBC Media Action and donors expectations.

2. Coordinate with the production teams to develop budgets and plans for recording radio shows, manage production events recording checklist, including live community events, special recordings identifying, and booking venues, recruiting contributors, PA equipment and provision of other support as necessary.
3. Coordinate daily production schedules, send weekly, and monthly schedules, including recording plans, transport facility and communicate any changes.
4. Managing Freelancers database by working closely with the producers to keep records of commissioned stories, payments and all related documents stored in the shared folders.
5. Providing to other department with access to production resources and planning tools to support effective work with staff from partner radio stations in the field.
6. Coordinating with the partnerships manager to ensure effective coordination between the production and capacity-strengthening departments.
7. Working closely with senior producers to plan production trips and activities and ensuring that staff from partner radio stations are included to take part as required.
8. Weekly upload programmes for rebroadcasting partners and other Online Audio Streaming and Distribution Platforms.
9. Manage production paperwork such as consent forms, compliance forms, meeting minutes and team whereabouts to ensure they are completed on time, stored, and shared accordingly.
10. Coordinate departmental meetings such as joint program reviews, production and editorial meetings and ensure effective attendance with respective people.
11. Be proactive and keen interest to what is happening in the wider media sector including trending media events, trainings and opportunities that affects production team and share with respective people for their action.
12. To ensure that the production operations comply with government rules and regulations such as online registration and payments, and registration of the press cards.
13. Coordinate studio bookings and recording schedule for the producers.
14. Support the Head of production in delivery of all broadcast outputs of BBC Media Action Tanzania, ensuring editorial integrity, quality, value-for-money and timeliness of all outputs.
15. Understand and comply with the Safeguarding policy and the staff Code of Conduct.
16. Participate in relevant mandatory training on Safeguarding and Respect at Work.
17. Report any Safeguarding concerns immediately, either to the Country Director, or using the Whistleblowing Policy

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

1. A university degree in administration, social science or related field.
2. At least three years' experience of managing logistics, assets, and administrative functions.
3. Excellent time management skills, ability to multi-task and prioritize work.
4. Excellent communication skills in English and Kiswahili (verbal and written).
5. Good interpersonal skills and ability to establish effective working relationships with colleagues and key stakeholders.
6. Able to communicate effectively at all levels within the organisation, including those based in the UK.
7. Proficient in Microsoft Office.
8. Budget management and proven experience of successful project management against tight deadlines.
9. Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing solutions.
10. An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture.

**Key competencies**

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Editorial judgement:** demonstrates balanced and objective judgement based on a thorough understanding of BBC editorial guidelines, target audience, programme and department objectives. Makes the right editorial decisions, taking account of conflicting views where necessary.
- **Managing relationships and teamwork:** able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team. Values individual's differences and demonstrates a commitment to knowledge sharing and informal learning, for the benefit of the team.
- **Strategic thinking:** able to identify a vision and create plans for implementation of that vision to meet the end goal. Evaluates situations, decisions, and issues in the short, medium and long-term.
- **Leadership:** ability to inspire others to realize an identified vision.
- **Analytical Thinking:** able to simplify complex problems, processes, or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks for problem solving and/or development.
- **Change Management:** able to understand and anticipate the need for change and to build frameworks for planning and managing the continuous process of change.
- **Planning and Organization:** able to think ahead to establish an efficient and appropriate course of action for self and others; planning of activities considering all the relevant issues and factors such as deadlines, staffing and resources requirements.

*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.*

*BBC Media Action has zero tolerance for fraud and exploitation. If you have any concerns, please share with us through [whistleblower@tz.bbcmediaaction.org](mailto:whistleblower@tz.bbcmediaaction.org)*