**Terms of Reference**

**Radio News Editor, Tshangla**

**Responsibilities**

Under the supervision of the Chief Editor, Broadcast News, the selected candidate will:

* Ensure the accuracy, context, and timeliness of edited news scripts across radio, and other digital and social media platforms.
* Guarantee the timely delivery of Tshangla News to the Radio News Presenter without fail.
* Attend and actively contribute to daily editorial meetings, providing informed input on news coverage.
* Pitch well-researched and original story ideas relevant to the target audience.
* Work on additional assignments in office or from the field as assigned.
* Translate and narrate scripts accurately and coherently in Tshangla, Dzongkha, and English as assigned.
* Monitor news trends and audience engagement to enhance news content across multiple platforms.
* Maintain adherence to high journalistic and ethical standards, including fact-checking and balanced reporting.
* Mentor junior reporters and assist in improving their reporting and storytelling skills.
* Suggest and implement improvements to news formats (broadcast, online, and social media), content quality, and audience engagement strategies.
* Ensure compliance with newsroom editorial policy and media regulations.
* Stay updated on global and national developments to ensure well-rounded coverage of news events.
* Work efficiently under tight deadlines, adapting to breaking news situations and evolving editorial priorities.

**Competencies Required**

* Strong editorial judgment and decision-making skills.
* Creative, resourceful, and capable of making independent yet well-informed decisions.
* High commitment to ethical journalism and accuracy in reporting.
* Ability to work collaboratively in a fast-paced newsroom environment.
* Strong storytelling skills, with an understanding of audience engagement.
* Adaptability to new digital tools and multimedia content production.
* Willingness to work during odd hours, under pressure, and in remote areas.
* Strong organisational and time-management skills to handle multiple assignments.

**Qualification & Experience**

* A minimum of a Bachelor’s Degree in Journalism, Mass Communication is preferred, or a related field from a recognized university
* An average score of 60% and above in Class X (English+Dzongkha, and best three subjects), Class XII (English+ best three subjects), and Degree.
* Proficiency in written and spoken Tshangla, Dzongkha, and English.
* A minimum of two years of experience in journalism, news editing, or media-related fields (preferred but not mandatory).
* Technical proficiency use of social media tools (preferred but not mandatory).

**Documents Required**

* Job Application
* Updated CV
* Copy of valid Citizenship Identity card
* Valid Security Clearance
* Valid Medical Certificate
* Copy of academic transcripts both mark sheet and pass certificate ( Class X,XII and Degree)
* No Objection from the employer ( if employed)

**Compensation & Benefits**

The selected candidate will be placed in BBS Grade P3-2.