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BHUTAN BROADCASTING SERVICE CORPORATION



## Terms of Reference for Desk Editor, Newsroom

**Position Title:** Desk Editor

**Reports to:** Editor-in-Chief

**Location:** BBS Newsroom, Thimphu

**Start Date:**

### I. Purpose of the Assignment

The Desk Editor is responsible for managing day-to-day editorial operations within the newsroom, ensuring the accuracy, balance, and timeliness of news content produced for Television, Radio, and Digital platforms.

The role ensures that news stories meet professional journalism standards, align with BBS editorial policies, and serve the public with interest.

### II. Objectives

- Coordinate newsroom workflow between reporters, producers, and the editorial leadership.
- Maintain accuracy, fairness, and impartiality in news reporting
- Improve newsroom efficiency by managing story assignments and editorial deadlines.
- Support the Editor-in-Chief in implementing editorial policies and newsroom standards.

### III. Scope of Work

The Desk Editor oversees the editorial processing of news content from story assignment to final broadcast or publication. The role includes supervising reporters, editing scripts, coordinating with producers, and ensuring editorial compliance across platforms including TV, radio, and online.

The Desk Editor works closely with reporters, video editors, camera crews, and the digital team to ensure that news output is timely, accurate, and aligned with BBS editorial priorities.



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#### IV. Responsibilities of the Desk Editor

##### Editorial Oversight

- Review, edit, and approve news scripts, headlines, and story angles before broadcast or publication in consultation with the Editor-in-Chief and the editorial team.
- Ensure accuracy, clarity, and adherence to editorial guidelines.
- Verify facts, sources, and context in news reports.

##### News Planning and Coordination

- Along with the Assignment Editor, coordinate daily newsroom assignments with reporters and producers.
- Monitor developing news and recommend story coverage priorities.
- Ensure balanced coverage of national, regional, and community issues.

##### Quality Control

- Maintain editorial standards for television, radio, and digital content.
- Ensure language quality and consistency in news scripts.
- Ensure compliance with ethical journalism standards and BBS editorial policy.

##### Workflow Management

- Track progress of assigned stories and ensure deadlines are met.
- Coordinate with technical teams for broadcast readiness.
- Manage breaking news situations and newsroom coordination in consultation with the Editor-in-Chief, Chiefs (Broadcast and Online), and Assignment Editor.

##### Mentorship and Capacity Building

- Guide reporters and novice journalists in story development.
- Provide editorial feedback to improve reporting quality.
- Promote professional newsroom practices.



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### Editorial Communication

- Liaise with the Editor-in-Chief and Chiefs (Broadcast and Online) and Assignment Editor on editorial direction.
- Participate in daily editorial meetings and planning discussions.

### V. Deliverables

The Desk Editor is expected to deliver:

- Edited and approved news scripts ready for broadcast or publication.
- Daily newsroom assignment plans and story tracking.
- Quality-controlled news bulletins and packages.
- Timely editorial decisions during breaking news coverage.
- Periodic feedback to reporters to improve newsroom performance.

### VI. Qualifications and Experience

- Bachelor's or Master's degree in Journalism, Communication, Media Studies, or a related field.
- Minimum five years of experience in journalism or broadcast media.
- Should have scored minimum of 55 and above in class X, XII and Degree
- Prior experience in news editing or newsroom coordination is preferred.
- Strong understanding of broadcast news production and editorial standards.

### VII. Competencies Required

- Strong editorial judgment
- News writing and script editing skills
- Fact-checking and verification skills
- Knowledge of broadcast newsroom operations

### VIII. Pay and Other Benefits

Remuneration and benefits shall be provided in accordance with BBS Service Rules and HR policies, based on the employee's grade and experience.



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**XI Mandatory Documents (required to be submitted along with application)**

1. Cover letter addressed to the General Manager, Corporate Services Department
2. Curriculum Vitae (CV).
3. Academic certificates and transcripts( Class X,XII and Degree)
4. Valid Bhutanese Citizenship Identity Card.
5. Valid security clearance certificate.
6. No Objection letter (if employed)
7. Proof of Work Experience (supporting documents).

**X Reporting Lines**

The Desk Editor reports directly to the Editor-in-Chief and works closely with:

- Chief (Broadcast and Online)
- Assignment Editor
- Reporters
- Producers
- Camera crews
- Video editors
- Digital media team