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BHUTAN BROADCASTING SERVICE CORPORATION



Terms of Reference (ToR) for Reporter

Position Title: Reporter

Reports to: Editor-in-Chief

Location: As assigned by BBS

Start Date:

I. Purpose of the Assignment

The Reporter will support BBS in delivering timely, accurate, and balanced news coverage in both Dzongkha and English through translation, reporting, scripting, and field-based news gathering.

II. Objectives

- Ensure accurate and timely dissemination of news content in Dzongkha and English.
- Enhance quality of newsroom research, scripting, and field reporting.
- Contribute to comprehensive national news coverage through proactive story development.
- Strengthen bilingual news reporting and translation capacity within BBS.

III. Scope of Work

The assignment will include, but not be limited to, the following:

1. **Script Writing:** Draft logical, coherent, and editorially sound news scripts.
2. **Editorial Participation:** Attend editorial meetings and contribute story ideas.
3. **Research:** Conduct background research and gather information for assigned news reports.
4. **Reporting:** Gather, verify, and cross-check information from credible sources and file stories within assigned timelines.
5. **Narration:** Present and narrate scripts effectively in Dzongkha and English.
6. **Interviews:** Conduct interviews with relevant sources for news coverage.
7. **Field Assignments:** Undertake reporting assignments, including travel to remote areas when required.

DIRECTOR
Corporate Services Dept.
R.R.SCL, Thimphu



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8. **Translation:** Translate news stories from English to Dzongkha and vice versa, ensuring accuracy and clarity.

IV. Responsibilities of the Reporter

The Reporter will:

- Maintain professional journalism standards and editorial ethics.
- Ensure accuracy, balance, and timeliness in all submitted reports.
- Collaborate effectively with editorial teams and other newsroom staff.
- Perform any other newsroom-related duties assigned by the supervisor.

V. Deliverables

- Timely submission of translated news content and original news reports.
- Approved news scripts ready for broadcast in Dzongkha and English.
- Field reports, interviews, and research-based stories as assigned.
- Participation in editorial planning and content development processes.

VI. Qualifications and Experience

The candidate should possess:

- A minimum Bachelor's Degree from a recognized university.
- A minimum average of 55% and above in:
 - Class X (English, Dzongkha, and best three subjects),
 - Class XII (English and best three subjects), and
 - Degree level.
- Strong writing skills in Dzongkha and English.
- Fluency in spoken Dzongkha and English.

VII. Competencies Required

The candidate should:

- Be creative, resourceful, and capable of making mature and independent decisions.
- Demonstrate commitment to journalism and public service broadcasting.
- Maintain strong teamwork and professional conduct.
- Be willing to work flexible hours, including odd hours, and in remote locations.

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Corporate Services Dept.
BBSC, Thimphu



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BHUTAN BROADCASTING SERVICE CORPORATION



VIII. Pay and Other Conditions

- Selected candidates will be placed in BBS Grade P3-2, in accordance with BBS Service Rules and Regulations.

IX 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 audit clearance certificate.
6. Valid security clearance certificate.
7. No Objection letter (if employed)
8. Proof of Work Experience (supporting documents).

Non-submission of any of the above documents or partial submission shall lead to rejection of the application.

X. Reporting Lines

The reporter will report to Editor-in-Chief, News Division, NCAD.

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