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BHUTAN BROADCASTING SERVICE CORPORATION



TERMS OF REFERENCE for Dzongkha Producer

I. Background

The Bhutan Broadcasting Service (BBS) seeks to recruit competent and dedicated professionals for the position of Dzongkha Producer. The selected candidates will contribute to the production of high-quality Television and Radio programme in Dzongkha in line with the principles of public service broadcasting.

II. Position Title

Dzongkha Producer

III. Duty Station

The selected candidate must be willing to serve in any location as required in the interest of the Bhutan Broadcasting Service (BBS).

IV. Reporting Line

The Dzongkha TV Producer shall report directly to the Executive Producer or any other designated supervisor.

V. Purpose of the Assignment

The purpose of this assignment is to support the development, production, and presentation of informative, educational, and engaging television programmes in Dzongkha while maintaining professional broadcasting standards.

VI. Roles and Responsibilities

Under the supervision of the Executive Producer, the selected candidate shall:

- Interview individuals both in the studio and in the field;
- Gather, verify, and cross-check information from credible sources;
- Brainstorm and pitch programme ideas;
- Research issues and topics for programme production;
- Produce television programmes in Dzongkha;
- Learn to produce programmes in different formats such as documentaries and magazine programmes;
- Learn to host talk shows, where required;
- Draft logical, coherent, and engaging scripts for programme production;
- Undertake video and audio editing and post-production processes for programmes.
- Learn and effectively apply direction, lighting, sound, camera work, and editing techniques in programme production;
- Coordinate with production teams to ensure quality programme delivery;

DIRECTOR
Radio Services Dept.



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- Perform multitasking responsibilities as required by the organization;
- Uphold professional journalism ethics and broadcasting standards;
- Carry out any other responsibilities assigned by the management.

VII. Competencies Required

The candidate must demonstrate:

- Creativity, resourcefulness, and the ability to make mature and independent decisions;
- Strong scriptwriting, storytelling, and programme development skills
- Knowledge of television production workflows and visual storytelling techniques
- Proficiency in video editing and post-production software
- Commitment to journalism and public service broadcasting;
- High regard and respect for teamwork and collaboration;
- Willingness to work flexible hours and in remote locations when required;
- Sensitivity to gender, race, religion, ethnicity, and social diversity;
- Ability to multitask effectively;
- Strong interpersonal and communication skills.
- Ability to work under pressure and meet broadcast deadlines

VIII. Qualifications and Experience

Candidates must possess:

- A minimum of a bachelor's degree from a recognized university;
- A minimum average score of 55% and above in:
 - Class X: Dzongkha, English and best three subjects;
 - Class XII: Dzongkha and best three subjects;
 - College/University studies;
 - Exceptional writing skills in Dzongkha;
- Fluency in spoken Dzongkha and English;
- Prior experience in media, journalism, broadcasting, communication, or programme production shall be an advantage.

IX. Pay and Other Conditions

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

DIRECTOR
Corporate Services Dept.
Thimphu



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X 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.

XI. Terms and Conditions

- The selected candidate must serve the organization with integrity, professionalism, and dedication;
- Employment may not be regularized if the employee is found to be underperforming or involved in disciplinary issues;
- BBS reserves the right not to fill all vacancies if there are insufficient or inadequate qualified applicants.

XII. Reporting Lines

- The Producer, (Dzongkha) will report to Executive Producer, (Dzongkha), and Programme Production Department.

DIRECTOR
Corporate Services Dept.
BBSCL, Thimphu