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BHUTAN BROADCASTING SERVICE CORPORATION



TERMS OF REFERENCE for Producer/Anchor, English

I. Background

The Bhutan Broadcasting Service (BBS) seeks to recruit competent and dedicated professionals for the position of English Producer/Anchor. The selected candidates will contribute to the production and presentation of quality Television and Radio programme English Programme in line with the principles of Public Service Broadcaster.

II. Position Title

Producer/Anchor, English

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 English Radio Producer/Anchor 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 production and presentation of informative, educational, and engaging English radio programmes while upholding professional broadcasting and journalism standards.

VI. Roles and Responsibilities

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

- Anchor and present radio shows and programmes in English;
- Conduct interviews with sources and individuals from diverse backgrounds;
- Brainstorm and pitch programme ideas;
- Extensive research topics and issues;
- Gather, verify, and cross-check information from credible sources;
- Draft logical, coherent, and engaging scripts for radio programmes;
- Produce programmes, features, documentaries, interviews, talk shows, magazine programmes, and special broadcasts.
- Edit and mix audio programmes to meet broadcast quality standards


DIRECTOR
Corporate Services Dept.
P.R.S.C.L. Thimphu



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- Coordinate with production teams to ensure quality programme delivery;
- 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;
- 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 handle multiple tasks efficiently;
- Strong interpersonal and communication skills.
- Strong scriptwriting and storytelling skills
- Knowledge of radio production techniques and audio storytelling
- Proficiency in audio recording, editing, and mixing software
- Understanding of editorial policies and broadcasting ethics
- Ability to work under deadlines and live broadcast environments

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: English and Dzongkha, and best three subjects;
 - Class XII: English and best three subjects;
 - College/University studies;
- Excellent command of written English and Dzongkha;


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- Fluency in spoken English;
- Prior experience in media, journalism, broadcasting, or communication-related fields shall be given preference.

IX. Pay and Other Conditions

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

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, English will report to Executive Producer, English Programme Production Department.

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BBS, Thimphu



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