



JOB DESCRIPTION 2003

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INTRODUCTION

The Bhutan Broadcasting Service is an autonomous organization responsible to a Board of Directors. The Board provides the organization with broad policy and programme guidelines in keeping with the policy objectives of the Royal Government and the changing electronic media situation within Bhutan and globally. The Board approves the annual and long-term budgets of the organization.

MANAGING DIRECTOR

As the executive head, the managing director is responsible for:

- the overall management of the corporation.
- development of corporate policies, goals, strategies and visions.
- promotion of the organization to the outside.
- approving annual operational, production and procurement plans.
- responsible to the board of directors.

LEGAL CELL

Legal Officer

Responsible to: Managing Director
Minimum qualification: LLB with experience in media related legal matters

Responsibilities

- Advise the management on legal matters
- Plan and prepare legal documents, agreements etc
- Represent the organization in case of litigations
- Protection of the copyrights of the organization

PLANNING CELL

Planning Officer

Responsible to: Managing Director
Minimum qualification: University degree with adequate experience

Responsibilities

- Development of strategic plans for the corporation
- Oversee implementation of plan activities
- Develop projects for donor assistance and oversee their implementation

TECHNICAL DEPARTMENT

FUNCTIONS

- Provide technical support service to the organization
- Plan/ develop infrastructure for the short/long term objectives of the organization
- Improve and provide technical quality reception in the service regions

Divisions under the department

To achieve the above-mentioned goals, the Technical department shall be divided into four divisions – Network & Construction, Studio Operations, Maintenance and Computer each headed by an Executive Engineer.

CHIEF ENGINEER

Responsible to:	Managing Director
Supervising :	Executive Engineers
Minimum qualification:	University degree in Engineering/technology

Responsibilities

- Head of the department
- Provide technical support service to the organization
- Improve and provide technical quality reception in the service regions
- Conduct research and development on the new technology
- Recommend choice of on the new technology
- Formulate long/short term policies, plans and strategies of the department
- Plan, prepare and review annual budgets of the department
- Recommend annual maintenance and procurement plans
- Monitor progress of approved civil and development works
- Recommend matters relating to staff promotions, recruitment, staff evaluation, inter-department transfers, nominations for trainings, etc
- Member of the management committee meeting
- Responsible to the managing director

TRANSMISSION NETWORK & CONSTRUCTION DIVISION

- Daily operation of radio and TV transmitting stations
- Providing technical quality reception in all service areas
- Construction and civil works of the organization

The transmission networks division shall be headed by an Executive Engineer. The Division shall be divided into three sections – Western Region, Central region and Eastern Region each headed by a regional Engineer. Construction Unit will consist of a Junior Engineer (Electrical) & Junior Engineer (Civil)

Executive Engineer

Responsible to:	Chief Engineer
Supervising:	Regional Engineer, Jr. Engineer, Electrical/Civil
Minimum qualification:	University degree in Engineering/broadcast technology

Responsibilities

- Overall head of the division
- Ensure daily operation of radio and TV transmitting stations.
- Provide technical quality reception in all service areas.
- Responsible for the construction and civil works of the organization.

- Maintain proper records of equipment and manpower of the division.
- Responsible to the chief engineer.

Regional Engineers (East/West/Central)

Responsible to: Executive Engineer
 Supervising: Station in-charges, Technicians
 Minimum qualification: University degree in Engineering

Responsibilities

- Fully responsible for the operation and security of the stations under the region
- Assist and advice the Executive Engineer in all aspects of his duties
- Propose long/short term policies, plans and strategies for the section
- Conduct refresher course for the old staff and training for the new staff
- Maintain HRD inventory of the divisional staff
- Maintain record of the resources, both manpower and equipment of the section
- Plan annual operational budget of the section
- Execute plans, projects, works approved by the organization
- Sanction casual leave of the regional staff
- Propose training requirements of the staffs

Junior Engineer (Station in-charge)

Responsible to: Regional Engineer
 Supervising : Technicians
 Job specification: Diploma in Engineering or RTI Certificate

Responsibilities

- Fully responsible for the daily operation, maintenance and security of the station
- Plan and obtain annual requirement of consumables for the station
- Execute plans, projects, civil & electrical works as instructed by regional Engineers
- Assist the regional Engineer in all aspects of his duties
- Maintain proper records of equipment, spares, consumables, etc.
- Maintain logbook of the daily transmission

Technicians

Responsible to: Station In-charge
 Minimum qualification: Certificate in Electrical Engineering

Responsibilities

- Responsible for the daily operation and security of the station
- Assist station in-charge in all aspects of his duties
- Maintain proper records of equipment, spares, consumables, etc.
- Maintain log book of the daily transmission

Junior Engineer (Civil), Construction Unit

Responsible to: Executive Engineer
 Minimum qualification: Diploma in civil Engineering

Responsibilities

- Fully responsible for civil construction and maintenance of the properties
- Plan the civil works and obtain necessary approval of the municipal authorities
- Prepare tender documents as prescribed from time to time by the financial manual
- Execute work in conformity with the approved technical plan
- Maintain measurement and payment record of the construction and work items
- Maintain proper records of equipment, spares, consumables, etc.
- Maintain log book of civil maintenance carried out

Junior Engineer (Electrical)

Responsible to: Executive Engineer
Minimum qualification: Diploma in Electrical Engineering

Responsibilities

- Fully responsible for electrical construction and maintenance of the properties
- Plan electrical works and obtain necessary approval of the municipal authorities
- Prepare tender documents as prescribed from time to time by the financial manual
- Execute the work in conformity with the approved technical plan
- Maintain measurement and payment record of the construction and work items
- Maintain proper records of equipment, spares, consumables, etc.
- Maintain logbook of electrical maintenance carried out

STUDIOS OPERATIONS DIVISION

The division shall be responsible for:

- the daily operation of the studios
- the recording works for the corporation
- Provision of technical support to news/production staff in daily production activities

Executive Engineer

Responsible to: Chief Engineer
Supervising: Studio Engineer of Radio Studios, Studio Engineer of TV Studios, OB & Production Engineer
Minimum qualification: University degree in Engineering/Technology

Responsibilities

- Overall head of the division
- Ensure smooth daily operation of the studios.
- Carry out the recording works of the corporation.
- Provide technical support to news/production staff in their daily activities.
- Maintain proper records of equipment and manpower of the division.
- Responsible to the chief engineer.

Studio Engineer [Radio Studio Operations]

Responsible to: Executive Engineer
Supervising: Junior Engineers
Minimum qualification: Degree in Engineering with three years experience

Responsibilities

- Responsible for daily operation of the transmission studios
- Responsible for maintenance of all the equipment as per the daily schedule
- Plan annual requirement of consumables for the studio
- Maintain copy of daily broadcast materials
- Check audio quality of the broadcast before it finally goes on air
- Responsible for maintenance and care equipment

Junior Engineer [Radio Recording Studios]

Responsible to: Studio Engineer
Supervising : Technicians
Minimum qualification: Diploma in electrical or relevant engineering field

Responsibilities

- Responsible for the operations of the recording studios
- Responsible for recording of all programmes
- Carry out simple preventive maintenance of recording equipment

Junior Engineer [Radio TX. Studios]

Responsible to: Studio Engineer
Supervising: Technicians
Minimum qualification: Diploma in electrical or relevant engineering field

Responsibilities

- Responsible for the operation of the transmission studios
- Carry out simple preventive maintenance of transmission equipment

Studio Engineer [TV Studio Operations]

Responsible to: Executive Engineer
Supervising: Technicians
Minimum qualification: Degree in Engineering/Technology

Responsibilities

- Fully responsible for daily operation of the TV transmission studios
- Responsible for maintenance of all the equipment as per the daily schedule
- Plan annual requirement of consumables for the studio
- Maintain copy of broadcast materials used daily
- Check audio visual quality of the broadcast before it finally goes on air
- Responsible for maintenance and care equipment

OB & PRODUCTION SUPPORT DIVISION

Responsible to: Executive Engineer
Supervising: OB Technicians
Minimum qualification: Degree in Engineering with three years experience

Responsibilities

- Overall head of the division
- Provide technical and production support service to producers
- Ensure efficient use of production equipments and related resources
- Maintain stock and inventory of OB production equipments and facilities
- Ensure technical quality of audio and video materials
- Responsible to the chief engineer

CENTRAL MAINTENANCE DIVISION

The functions of the central maintenance division shall be the following:

- Carry out repairs of all the equipment
- Maintain the central technical store
- Prepare the annual requirements of all broadcasting spares
- Maintain record of all equipment in BBS

Executive Engineer

Responsible to: Chief Engineer
Supervising: Heads, Radio equipment & TV equipment sections
Minimum qualification: University degree in Engineering/Technology

Responsibilities

- Overall head of the division
- Carry out major repairs of all the equipments
- Maintain the central technical store
- Prepare annual requirements of all broadcasting spares
- Maintain record of all the equipments of the BBS
- Responsible to the chief engineer

Head of TV maintenance

Responsible to: Executive Engineer
Supervising: Maintenance Engineers
Minimum qualification: University degree in Engineering

Responsibilities

- Fully responsible for timely repairs of faulty equipment
- Propose training requirements of the section staffs
- Maintain proper record of each spares used/replaced in each station/equipment

Maintenance Engineer (TV Transmitter)

Responsible to: Head of TV Maintenance
Supervising: Technicians
Minimum qualification: Degree in Engineering/Technology

Responsibilities

- Fully responsible for timely repairs of faulty equipments
- Maintain proper record of each spares used/replaced in each station/equipment

Maintenance Engineer (TV Production Equipment)

Responsible to: Head of TV Maintenance
Supervising: Technicians
Minimum qualification: Degree in Engineering/Technology

Responsibilities

- Fully responsible for timely repairs of faulty equipment
- Maintain proper record of each spares used/replaced in each station/equipment

Radio Equipment Section

Head of Radio Maintenance

Responsible to: Executive Engineer
Supervising: Maintenance Engineers
Minimum qualification: University degree in Engineering/Technology

Responsibilities

- Fully responsible for timely repairs of faulty equipments
- Maintain proper record of each spares used/replaced in each station/equipment

Maintenance Engineer (Radio Transmitters)

Responsible to: Head of Radio Maintenance
Supervising: Technicians
Minimum qualification: Degree in Engineering/Technology

Responsibilities

- Fully responsible for timely repairs of faulty equipment
- Maintain proper record of each spares used/replaced in each station/equipment

Maintenance Engineer (Radio Production Equipment)

Responsible to: Head of Radio Maintenance
Supervising: Technicians
Minimum qualification: Degree in Engineering/Technology

Responsibilities

- Fully responsible for timely repairs of faulty equipment
- Maintain proper record of each spares used/replaced in each station/equipment

Maintenance Technicians

Responsible to: Maintenance Engineer
Minimum qualification: Certificate in Engineering

Responsibilities

- Responsible for the daily maintenance of TV and radio equipments
- Plan and obtain annual requirement of consumables for the station
- Assist station in-charge in all aspects of his duties
- Maintain proper records of equipment, spares, consumables, etc.
- Maintain log book of the daily transmission

IT/ COMPUTERS SYSTEM DIVISION

System Engineer

Responsible to: Chief Engineer
Supervising: Network Administrator & Maintenance Engineer
Minimum qualification: University degree in computer science

Responsibilities

- Overall head of the division
- Responsible for Local Area network [LAN]
- Maintain all computers/IT related equipments.
- Provide IT support to the organization.
- Maintain stock or inventory of IT related equipments
- Responsible to chief engineer.
- Maintain proper record of each spares used

Maintenance Engineer (Computer hardware)

Responsible to: System Engineer
Supervising: Technicians
Minimum qualification: Degree in Engineering/Technology

Responsibilities

- Fully responsible for timely repairs of faulty equipments
- Maintain proper record of each spares used/replaced in each station/equipment

Network Administrator

Responsible to: Chief Engineer
Supervising : Webmaster/ Programmer
Minimum Qualification: University Degree in computer science

Responsibilities

- Develop and maintain the BBS Intranet Service that provides personnel information system, production schedules, resource locations, studio bookings, internal announcements, anniversaries, payment vouchers, TA/DA bill, travel authorization forms etc.
- Design and supervise computer applications to facilitate the organization's work
- Formulate and implement ICT solutions to save time and cut costs
- Plan, install and update the operating system and applications software
- Develop and maintain a resourceful and updated web site of the organization that provides news, current affairs, live audio streams, video materials, information about the country, search engines, feedback forms etc.
- Provide news and current affairs on the web site including Internet broadcasting
- Provide technical assistance to all the staff in the use of computers

FUNCTIONS

- Deliver daily local/international news bulletins on radio/TV and the BBS home page
- Produce daily, weekly and monthly current affairs programmes for radio & TV

Divisions under the department

To discharge the above functions the NCA department shall have two divisions, Editing & Reporting and Current Affairs Productions each headed by the Chief Editor and Chief Producer respectively

GENERAL MANAGER

Responsible to: Managing Director
Supervising: Chief Editor, Chief Producer
Minimum qualification: University degree [preferably in journalism]

Responsibilities

- Head of the department
- Ensure daily, weekly, monthly current affairs program for radio & TV
- Make efficient use of the desk manager
- Approve work schedules and productions plans of the divisions
- Conduct research and development of programs and formats
- Review, plan and prepare budget of the department
- Recommend matters relating to staff promotions, recruitment, staff evaluation, inter-department transfers, nominations for trainings, etc
- Fully responsible for the content and quality of NCA materials
- Coordinate with resource speakers for interviews
- Member of management committee meeting
- Responsible to the managing director

NEW & REPORTING DIVISION

Chief Editor

Responsible to: General Manager
Supervising: Sr. Editors, Head, Graphics Section
Minimum qualification: University degree preferably in Journalism

Responsibilities

- Overall head of the division
- Supervise and approve production of daily news bulletins for broadcast
- Responsible for the editorial content of daily news
- Draw up daily/ weekly work schedule of the division
- Plan and execute annual requirement of consumables of the division
- Coordinate assignments with other divisions/ sections/ units
- Maintain record of resources (manpower and equipment) of the division
- Responsible to general manager

News Editor

Responsible to: Chief Editor
Supervising: Editors
Minimum qualification: University degree in journalism

Responsibilities

- Carry out production of daily news bulletins for broadcast.
- Responsible for the editorial content of daily news.
- Research on the stories assigned by the head of the division
- Responsible to the head of news division

Editors/Sub-Editors

Responsible to: Senior Editor
Supervising: Reporters
Minimum qualification: University degree

Responsibilities

- Editing of daily duties
- Fully responsible for an assigned story
- Co-ordinate assignments with other divisions and sections
- Coordinate with the resource speakers for interview
- Research on the stories assigned by the editor

Reporter

Responsible to: Editors
Minimum qualification: University degree

Responsibilities

- Carry out daily news coverage
- Carry out research on the subject to be covered
- Responsible for the daily news going on air
- Carry out assignments with other Divisions
- Contribute to the daily news bulletin and program production
- Responsible to Head of news Division

Web Editor

- Update daily web news
- Responsible to head of news division.

Stringers

Responsibilities

- Carry out daily news coverage.

Graphics/ Meteorology Section

Responsible to: Chief Editor
Supervising: Graphic Editor/Artists
Qualification: Degree in visual communications/ computer graphics

Responsibilities

- Plan and prepare daily news graphics/ weather
- Plan and prepare graphics for programs, program titling, etc.
- Responsible to Head of news division

Regional Bureaus

Responsible to: Managing Director
Supervising : Bureau staff
Minimum qualification: University degree

Responsibilities

- Coordinate stringer networks
- Carry out daily reporting assignments
- Maintain daily contact with editor of the day
- Contribute to daily new bulletin and program production
- Responsible for program planning, production, quality and content

CURRENT AFFAIRS DIVISION**Chief Producer**

Responsible to: General Manager
Supervising: Producers
Minimum qualification: University degree in Journalism

Responsibilities

- Overall head of the division
- Supervise and approve the production of *current affairs* programs.
- Monitor and approve content and quality of current affairs programs
- Coordinate assignments with other divisions/ sections/ units
- Plan annual requirement of consumables of the Division
- Maintain record of resources (manpower and equipment) of the Division
- Approve monthly work plans of the division
- Responsible to the general manager

Producer

Responsible to: Chief Producer
Supervising: Associate & Trainee Producer
Minimum qualification: University Degree

Responsibilities

- Interpreting and staging the production
- Prepare program concept, script writing and screenplay
- Responsible for selection of production crew
- Responsible for advising, guiding, and coordinating the production
- Envision and plan the camera treatment, editing, and direction
- Supervise pre-rehearsals, location organization, etc
- Execute production as per the proposed deadline and budget
- Assessing post production treatment and the final program format
- Responsible for selection of resource persons

Associate Producers

Responsible to: Producer
Minimum qualification: University degree

Responsibilities

- Advise the producer of upcoming cues and assist in offline editing
- Assist the producer in the research
- Ensure the set is designed and arranged as directed by the producer
- Liaison with external organisation
- Coordinate the work and maintain discipline on the set
- Supervise pre-rehearsals, location organization, etc.
- Responsible for equipment, costumes and all production materials at the location
- Responsible for selection of production crews, performers and actors