



## Programme Researcher\ Coordinator

- **Vacancy for:** 3
- **Posted on:** Feb. 23, 2018
- **Deadline:** March 2, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Research and Development
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Maharajgunj, Kathmandu, Nepal
Offered Salary	: Negotiable

### Job Specification

Experience Required : Not Required

### Job Description

**Department:** Prabhat Media

**Reports To:** Senior Producer, UDHAMI SAMBADH TV program

#### Job Purpose:

Reporting to the Senior Producer, the Programme Researcher will be responsible to prepare and provide in-depth research materials with accurate facts and figures for UDHAMI SAMBADH TV program scripts which also includes discussion topics, panelists and recording locations to the production team.

#### Main Duties and Responsibilities:

- Working with Editor, Senior Producer, Presenter and Audience Recruiter to discuss the research needs of the programme
- Generate and develop new programme ideas regarding contributors, issues, locations, and communities
- Convey findings accurately to others in the editorial team in digestible formats and briefings
- Source and research facts, figures and information using a variety of reliable and verifiable sources
- Design and maintain a contact database as well as factual information useful for the programme
- Prepare production materials such as research briefings, fact sheets, pamphlets to accompany productions, and publicity material, such as production billings, press releases, related websites and social media pages
- Prepare the weekly highlights of the programme on a rotational base among programme researchers
- Assess contributors suitability for the programme, research and book appropriate people and locations and provide comprehensive biographies to team
- Conduct pre-interviews with potential contributors
- Perform other related duties as assigned by the Editor and Senior Producer

#### Essential skills and experience:

- Experience of working in a pressurized and challenging broadcast environment.
- Experience in, and knowledge of, the pre-production and production processes of Radio and TV programmes.
- Understand the needs and requirements of TV and radio productions respectively.
- Have a good nose for a story and the journalistic instinct to assimilate and select from large volumes of material
- Advanced analytical skills
- A broad understanding of (Country) news and current affairs and development issues
- Have extensive contacts amongst key influencers and others in (Country) society.
- A high level of interpersonal skills, as well as the ability to influence and advise stakeholders
- Be aware of the legal and ethical considerations surrounding the release of information to the press and public, especially when sensitive or contentious issues are involved
- Demonstrate current knowledge of the relevant legislation, regulations, and associated procedures, including Copyright, Data Protection, Public Liability, etc. and how to comply with regulatory requirements as they relate to the (Country) broadcast environment
- Effective written and verbal communication skills in spoken and written English and Nepali

- A capacity to determine priorities, and a clear view of what is and what is not practical within the constraints of time, costs and resources and the ability to anticipate problems and determine how best to resolve them
- A commitment to Prabhat Media editorial policy, awareness of legal considerations applying to online output, and ability to work within the BBC's editorial standards and guidelines including compliance

### **Key competencies:**

The following competencies (behaviors and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- Planning and organization - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Priorities and plans activities taking into account all the relevant issues and factors such as deadlines, staffing, and resources
- Analytical Thinking - able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development
- Business Management -able to understand commercial imperatives and trading relationships, appropriately applies business principles in terms of costs, the market, and added value
- Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Works cooperatively with others to be part of a team, as opposed to working separately or competitively
- Resilience - manages personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with provocative situations. Demonstrates an approach to work that is characterized by commitment, motivation, and energy
- Communication - able to get one's message understood clearly by adopting a range of styles, tools, and techniques appropriate to the audience and the nature of the information
- Flexibility - adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adopt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organization or job requirements.
- Self-Development - able to identify and apply opportunities for learning and development

### **Applying Procedure:**

Interested Candidates are requested to submit their application indicating clearly the position applied, and CV with three references to the following address: Human Resource Department, Bishal Organization (P).Ltd, Maharajganj ( Near President House, Sitalniwash) Kathmandu

**OR ,**

Email to: [vacancybishalorganization@gmail.com](mailto:vacancybishalorganization@gmail.com) Only shortlisted candidates will be called for interview.

**OR,**

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### **Applying Procedure**

Apply Link : <https://merojob.com/programme-researcher-coordinator-2/>

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