

**ASIAVISION – NEWS PRODUCER**

Asia-Pacific Broadcasting Union

Position Summary

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| Position Title | : News Producer |
| Tenure Status | : Contract Appointment |
| Salary Range | : Negotiable |
| Department | : News Department |
| Location | : Based at the ABU Secretariat in Kuala Lumpur |

About the ABU

The Asia-Pacific Broadcasting Union (ABU) is an international organisation with a mandate to assist the development of broadcasting in the region. The Union was established in 1964 as a not-for-profit, non-government, non-political, professional association and promotes the collective interests of television and radio broadcasters as well as key industry players and facilitate regional and international media co-operation. It has over 250 members located in more than 60 countries around the world and services these members from the Secretariat, based in the Angkasapuri compound in Kuala Lumpur. The Secretariat has some 35 staff led by senior experts in the fields of technology, programming, news and sports broadcasting development.

Job Summary

The News Producer is a journalist role requiring editorial judgement, the ability to write clear and concise story descriptions, and capacity to work quickly and to deadlines. You will work on the Asiavision video news exchange, and on other ABU News activities, including the writing and production of web content, publications, training materials and social media posts.

An interest in international news is essential, along with an appreciation of the demands of the 24 hours news cycle. Video editing experience would be an advantage.

Reporting Relationships

Reports to : Director of News

Functional Relationships : Senior staff of all departments

Responsibilities and Duties

- Assess the editorial quality and value of up to 40 news stories per day and prioritise content accordingly. Apply critical thinking and analytical skills.
- Write and/or edit story descriptions in English to a high standard.
- Write and compile editorial advisories.
- Work quickly and effectively and meet 2-3 deadlines per day.
- Understand the needs and priorities of ABU members and apply a user-first approach to member requests.
- Develop and produce content for publications, training materials and social media posts.
- Communicate effectively and constructively with ABU members, ensuring they receive the support or information they need in a professional manner.
- Be an effective, flexible and supportive team player, contributing to good work by others and providing assistance when required.

Qualifications**Mandatory****1. Education:**

- A bachelor's degree in journalism, communications, English, or a related field is commonly required. This provides a foundational understanding of journalism principles, writing skills, and media ethics.

2. Work Experience:

- At least 2-3 years relevant experience in the related field, with Non-Profit Organization background will be an added advantage.

Applications

You application should accompany the following:

1. Detailed CV listing the work history and academic qualifications including two referees.
2. Cover letter (maximum 1200 words) outlining why the candidate believes they can successfully fill this role.
3. Copies of Educational/Academic certificates and other documents to support your application.
4. Recent photograph (passport size, not older than six months from application date).

Please note that only shortlisted candidates will be notified via email.

*Please note that only shortlisted candidates will be notified via email. The deadline for application is **15th January 2024**. Your application should be sent via email to the Human Resource Department at: **shabana@abu.org.my***