**Title**: Radio News Reporter

**Scope**: The reporter is responsible for producing daily news, occasional feature reports, interview and investigative reports for CCIM radio

**Reporting to**: Bulletin News Editor

**Manage staff**: None

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| **Responsibilities** | **Duties** |
| 1. Produce daily news/ feature/ interview/investigative report
 | * Attend morning and afternoon editorial meetings
* Gather information, materials and interviews from sources to prepare a daily news investigative article in consultation with bulletin news editors.
* Find a story by himself/herself every day by consultation with bulletin news editors
* Consult with bulletin news editors on newsworthy topics or event to research, analyze and draft report
* Prepare written radio report with standard sound clip.
* Submit to editors for before deadline.
* Follow VOD news operational guideline standard and Radio Manager’s directions
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| 1. Prepare reports as required by bulletin News Editors or Radio Manager
 | * Keep an daily log of work challenges and completed programs/radio articles
* Prepare and submit a regular report to their bulletin news editor or radio manager
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| 1. Work as master of ceremony (MC)
 | * Read all information provided by editor before going on air
* Ensure reading is clear and follows direction
* Take feedback from editor after recording
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| 1. Undertake training and capacity building activities
 | * Work with supervisor/radio manager to identify areas requiring development
* Attend internal and external training as agreed with supervisor/radio manager
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| Other duties as required  |

**Position Criteria**:

* Bachelor degree in Journalism skill or related field
* At least last 2 year’s successful working experience in the position of news reporter
* Successful experience in producing breaking news, in-depth reports, features, interviews, and investigative reports
* Good interpersonal and written communications skills
* Good computer literacy in MS Office programs, Khmer Unicode and Adobe Audition
* Proficient in speaking, reading and writing in English
* Effective use of social media networks, internet and email for research and investigation
* Wide understanding of social issues and capable of critical thinking and discussion
* Able to work overtime, on holiday or on weekend, and to travel to the provinces when required
* A passionate and energetic team member with a genuine interest in working to develop independent and professional media, promote human rights and democratic governance