

Terms of Reference for Copy Editor

Responsibilities:

- Receive announcements and write announcement copies
- Translation of daily announcements/ads
- Packaging Radio announcements
- Commercial translation works
- Editing of commercial voice over's
- Overseeing packaging of daily announcements and announcement line-up.
- Submitting daily announcement report.

Competencies required:

- Excellent writing skills (Dzongkha and English)
- Creative copy writing skills
- Able to edit announcements in Dzongkha and English
- Excellent communication and interpersonal skills.
- Willingness to work beyond normal working hours and on Government Holidays.
- Dzongkha & English Narration skills will be an advantage.
- Creative felicitation writing skills in Dzongkha and English

Qualification and Experience:

- Should have minimum a Bachelor's Degree preferably with Bilingual writing skills.
- Experience will be given preference