



ལོད་ལྷན་གཞི་ཚོགས།

Loden Foundation

Thimphu: Bhutan | P.O. Box. 131

Tele: +975-77193322 / +975-77195599

Email: info@loden.org

www.loden.org

TERMS OF REFERENCE: CONTENT & VIDEO EDITOR

Position Summary:

The **Content & Video Editor** is responsible to re-process and refine audio-visual and pictorial data into edited resources with metadata, description and transcripts in Dzongkha and in English. In addition, the position is responsible for implementing and advocating project initiatives to promote the overall vision of the organization and particularly in the Loden Cultural Programme area.

The Content & Video Editor should also be willing to take on project activities where deemed necessary. The position works closely with and reports to the Programme Officer-Culture, Executive Director and the President of the organization.

Major Duties and Responsibilities:

1. **Project Implementation:** S/he is responsible for the overall management and efficient implementation of project activities highlighted in the contract agreement including the following core responsibilities-
 - 1.1. Process and refine audio-visual and other types of cultural data into publishable resources
 - 1.2. Transcribe and translate the audio-visual recordings as defined in the contract agreement
 - 1.3. Refine video description and biographical information of participants
 - 1.4. Select relevant Intangible Cultural Heritage (ICH) related pictures from the cultural data and catalogue, refine and describe in Dzongkha and English
 - 1.5. Select and refine ICH subjects summarized and essays created in English
 - 1.6. Carry out necessary surveys as needed for the project
 - 1.7. Take care of the equipment and make use of them responsibly
 - 1.8. Develop positive connection with the staff
 - 1.9. Share skills and information with other staff
 - 1.10. Contribute to shared platform for developing research and writing skills

2. **The position is also required and should be willing to take on any ad-hoc task assigned by the Programme Officer - Culture and the Executive Director.**

Minimum Qualification:

Education/Experience:

- Work experience in the field of cultural data management and production
- Excellent written and speaking skills in Dzongkha and English
- Experience in using video editing softwares



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Personal qualities:

The position holder must operate with independence, under pressure to meet deadlines and commitments. S/he should also have the ability to prioritize effectively and work accurately under time constraints, using initiative and judgment and a high level of administrative and organizational skill. The position holder should have excellent interpersonal and communications skills, and must enjoy facilitating the work of others. S/he should be a team player while at the same time proactive and willing to lead and must possess-

- Strong ability to organize and prioritize work load and meet deadlines
- Must possess high integrity and work ethics.
- Demonstrable commitment to or experience in humanitarian work.
- A deep knowledge of Bhutan and substantial acquaintance with its different regions.
- Computer literate, and able to produce electronic documents in English and in Dzongkha.
- Ability to work independently as well as in team.

Documents required:

- Curriculum Vitae including contact details of two referees
- Cover letter
- Personal statement highlighting interest to join Loden and relevant educational and work experience (500 words)
- Latest educational qualification certificate and transcripts

Remuneration and contract duration:

- Nu. 30, 000 per month or higher or lower based on skills.
- The contract staff will not be eligible to any benefits such as provident fund, GIS and gratuity.
- The contract duration is for 3 months and may be extended based on performance and need of the organization.
- The contract staff is required to work from Loden office during regular office hours and will be handed all necessary tools to carry out the task.