



**DISCLAIMER:** The screening of your application will be conducted based on the information in [your profile](#). Before applying, we strongly suggest that you review your profile to ensure completeness, especially the education and experience sections.

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

#### Details

<b>Vacancy code</b>	VA/2013/B5004/3920
<b>Position title</b>	Multimedia Consultant
<b>Level</b>	ICS-8
<b>Department/office</b>	GPSO, Development Group
<b>Duty station</b>	Home based
<b>Contract type</b>	International ICA
<b>Contract level</b>	IICA-1
<b>Duration</b>	3 months with the possibility of extension subject to funding and satisfactory performance.
<b>Application period</b>	06-Sep-2013 to 13-Sep-2013

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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#### Background Information - UNOPS

"UNOPS plays a critical role in providing management services for our life-saving, peacebuilding, humanitarian and development operations."

*-Ban Ki-moon, United Nations Secretary-General*

UNOPS mission is to expand the capacity of the UN system and its partners to implement peacebuilding, humanitarian and development operations that matter for people in need.

Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.

UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services and training local personnel.

By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

We employ more than 6,000 personnel annually and on behalf of our partners create thousands more work opportunities in local communities. Through our headquarters in Copenhagen, Denmark and a network of regional and country offices, we oversee activities in more than 80 countries.

UNOPS is committed to achieving a truly diverse workforce.

#### Background Information - Development Group Cluster

##### Development Group Cluster

The UNOPS Development Group Cluster is based in the North America Office and supports a diverse and complex portfolio including partners such as the United Nations Development Programme (the Bureau for Development Policy, the Human Development Report Office, and the Special Unit for South-South Cooperation), the United Nations Population Fund, the United Nations Capital Development Fund, the United Nations Secretariat and a broadening community of primarily New York-based UN partners in the delivery of project management, implementation and administration services.

### **Background Information - Job-specific**

The United Nations Alliance of Civilizations (UNAOC) was established in 2005, at the initiative of the Governments of Spain and Turkey, under the auspices of the United Nations. This initiative seeks to reduce tensions across cultural divides that threaten to inflame existing political conflicts or trigger new ones. Through preventive diplomacy initiatives, it works at grassroots level, promoting education, youth, media and migration projects aimed at building trust and respect among diverse communities.

In January 2013, the United Nations Secretary-General appointed Nassir Abdulaziz Al-Nasser, former President of the UN General Assembly, as UN High Representative for the Alliance of Civilizations. The UNAOC is supported by a Group of Friends – a community of over 100 member countries and international organizations and bodies – and a Secretariat, based in New York, NY. UNAOC is funded by multiple donors and is administered by UNOPS.

The Intercultural Innovation Award is a partnership between the UNAOC and the BMW Group. This Award is unique in that it introduces a new form of partnership between the private sector and the UN. The Award selects and supports the most innovative grassroots projects that encourage intercultural dialogue and cooperation around the world. The most outstanding projects become members of the World Intercultural Facility for Innovation (WIFI). The WIFI is a program initiated by the UNAOC in collaboration with the BMW Group that provides its members with connections to donors, policy-makers, media, as well as mentoring and consulting services aimed at strengthening the projects' efficiency and encouraging their adaptation to other contexts. Project support is individualized based on the specific needs of Award winners.

### **Functional Responsibilities**

*Below are some of the functionalities.*

- Assist winners on their multimedia needs;
- Organize and facilitate online and in-person training sessions;
- Produce and edit WIFI and Award winners visual materials (photo, video, etc.);
- If required, availability to photography and/or film Intercultural Innovation Award events;
- Vendor shall coordinate closely with UNAOC Communications Team.
- Provide advice to the development of the World Intercultural Facility for Innovation.

*Perform other related duties as required.*

### **Competencies**

#### **Communications**

Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

#### **Accountability**

Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Ability to provide services with tight deadlines (within a week following request). Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

#### **Technological Awareness**

Keeps abreast of available technology. Understands applicability and limitations of technology. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

### **Education/Experience/Language requirements**

**EDUCATION**

First-Level University Degree in Communications, Arts, Photography, Movie Production and Graphic Design and Marketing.

**EXPERIENCE**

- 1 to 4 years of experience in photo and video producing, editing, and graphic design;
- Experience using Illustrator, Photoshop, and other relevant software;
- Experience working with non-profits and international organizations is an asset;
- Experience in providing trainings or facilitating training;

**LANGUAGE**

English will be the working language. Fluency in English is a requirement. Capacity to work in other UN official languages is an asset.

**Contract type, level and duration**

Contract type: International ICA

Contract level: IICA-1

Contract duration: 3 months with the possibility of extension subject to funding and satisfactory performance.

For more details about the ICA contractual modality, please follow this link:

<http://www.unops.org/ENGLISH/WHOWENEED/CONTRACT-TYPES/Pages/Individual-Contractor-Agreements-ICAs.aspx>

**Additional Considerations**

- Please note that the closing date is midnight Copenhagen time (CET)
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- For staff positions UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

*It is the policy of UNOPS to conduct background checks on all potential recruits/interns.  
Recruitment/internship in UNOPS is contingent on the results of such checks.*