

Terms of Reference **Multimedia communications consultancy**

Division (in full): Office of the Executive Director (OED)

Section (in full): Communications and Events (CE)

Name of supervisor: Susanna Pak

Duration: Nine (9) months, starting in May 2021, with possibility of extension depending on budget

Background:

The Communications and Events section (OED/CE) is seeking a communications consultant to support the team for the above period on a variety of communications tasks, focusing on multimedia work.

Duties and responsibilities:

Under the overall supervision of the Chief of Communications and Events, and under the direct supervision of the Multimedia Communications Officer, the consultant will perform a variety of tasks, subject to the team's workload and priorities. Tasks include:

- Producing [data videos](#), including reviewing scripts, researching footage and video editing
- Updating and maintaining the [YouTube](#) page
- Filming video statements and interviews, in person and remotely
- Reviewing, selecting and editing of video footage
- Drafting and editing of video scripts
- Taking photos during workshops, meetings and events
- Backing up the multimedia communications officer as needed

Qualifications

- A university degree in journalism, communications, international relations, international business/finance or related field is required; an advanced university degree (Master's) is desirable
- At least two years of relevant work experience in multimedia/video production, journalism, international trade and development, and/or the United Nations is required
- Experience with the latest video equipment, software and technology (e.g. After Effects, apps, gimbals, drones) is desirable

Skills

- Excellent written and verbal English is required; knowledge of another UN language is desirable
- Excellent written and verbal communication skills
- Ability to work with colleagues within the communications team and across the house
- Accuracy, flexibility and ability to work under pressure and tight deadlines
- Ability to think creatively to find solutions