



Vacancy Announcement- Internal/External

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| Vacancy#: UNMIL-SUB-PIO-18-003 | Deadline: July 28, 2017 |
| Post Title: Video Producer - One (1) position | Level: IC |
| Organizational Unit: Public Information Section – UNMIL Radio | Location: Monrovia |
| Initial Appointment: Initial three (3) months subject to funding of the posts and satisfactory performance | IMIS Post #: |
| Indicative Minimum Annual Gross Salary: | |
| <p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P11 available at UNMIL Human Resources Management Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P11 forms will not be processed.</p> <p>Please note that you can also apply by email to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</p> | |

Description of Main Duties:

Under the supervision of the Head of Public Information and the Head of Strategic Development and Outreach, the incumbent shall be responsible for the following duties:

1. Set-up and use high definition (HD) and standard definition (SD) video cameras, ensuring proper color balance, focus and adjustment of relevant settings including f/stop, shutter speed, frame rate, aspect ratio, filtration, etc. to ensure broadcast quality pictures.
2. Demonstrate ability to operate video camera on a tripod, incorporating smooth, fluid moves, as well as appropriate changes in focal length and shot focus, and proper adjustment of camera work when necessary, ensuring good framing of subjects and smooth movement and proper adjustment of focus, lighting and audio levels for mobile camera work.
3. Demonstrate ability to properly set-up, place and use field production microphones, including proper adjustment of audio levels, microphone positioning, and cabling. Incumbent must be able to mix at least two audio sources to camera or audio recording device simultaneously, while ensuring good recording levels and sound quality.
4. Demonstrate ability to arrange three-point lighting and basic area lighting set-ups for given subjects when situation require supplementary lighting.
5. Incumbent must be able to set-up and dismantle video camera equipment, audio equipment, video projection gear and other related equipment with attention to proper use, packaging and safe portage of all assets.

Competencies:

- **Professionalism** – Knowledge in the use and application of the organization’s core values, regulations and rules as well as its practices; knowledge, skills and ability to extract, interpret, analyze and format information across the full range of production functions, incl. team leader. Demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate next steps.
- **Communication** – Demonstrated advanced spoken and written communication skills.
- **Technological Awareness** – Solid computer skills, including proficiency and in-depth knowledge of various computer applications as they relate to audio editing. Proficiency in audio editing software such as Adobe Audition or Cool Edit.
- **Planning and Organizing** – Ability to work under tight deadlines for extended hours.
- **Teamwork** – Ability to work effectively with a diverse team; demonstrated ability to develop and maintain effective working relationships in a multi-cultural environment; respect for diversity.

Qualifications and Experience:

- **Education:** High school diploma or equivalent is required. Technical training in graphic design, digital still photography, multi-media design, as well as ability to direct talent and actors is highly desirable.
- **Experience:** Minimum of 5 years of progressively responsible experience in Video production in the United Nations system or in the private sector is required. Adequate knowledge and experience in writing for news, documentary, and social media, as well as skills in video camera operation (field and studio: digital and analog ENG/EFP cameras), non-linear editing (Final Cut Pro, Adobe Premiere, AVID), motion effects/animation (Adobe After Effects, Motion, Photoshop), and basic field and studio lighting skills (basic two and three-point lighting setups). Ability to troubleshoot and make basic repairs of video production and editing equipment is desirable.
- **Languages:** Fluency in spoken and written English is essential; knowledge of local languages is an asset.
- **Driving License:** Desirable.
- **Education:** High school diploma or equivalent is required. Technical training in graphic design, digital still photography, multi-media design, as well as ability to direct talent and actors is highly desirable.
- **Experience:** Minimum of 5 years of progressively responsible experience in Video production in the United Nations system or in the private sector is required. Adequate knowledge and experience in writing for news, documentary, and social media, as well as skills in video camera operation (field and studio: digital and analog ENG/EFP cameras), non-linear editing (Final Cut Pro, Adobe Premiere, AVID), motion effects/animation (Adobe After Effects, Motion, Photoshop), and basic field and studio lighting skills (basic two and three-point lighting setups). Ability to troubleshoot and make basic repairs of video production and editing equipment is desirable.
- **Languages:** Fluency in spoken and written English is essential; knowledge of local languages is an asset.

- **Driving License:** Desirable.

NOTE: CANDIDATES WHO HAVE APPLIED PREVIOUSLY SHOULD RE-APPLY

Completed detailed applications documentation as specified above referring to
Vacancy - should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia