



***UNGSC seeks qualified applicants for short-term engagements as:
Production Assistant***

CONSULTANT/IC ROSTER:	Roster 17-18 (006)
DATE OF ISSUANCE	07 September 2017
DEADLINE FOR APPLICATIONS	15 September 2017
DUTY STATION	GSC/UNLB (Brindisi, Italy)
SECTION/UNIT	Central Services

Candidates will only be contacted when a requirement arises. UN Personal History Form (P11 or PHP) of potential candidates will be stored in UNGSC Human Resources roster. Only candidates under consideration will be contacted for further assessment.

Please note that for established fixed-term positions advertised on GSC/UNLB website, it is necessary to submit a separate application, quoting relevant VA No. in order to be considered.

Terms of Reference (TOR)

DUTIES AND RESPONSIBILITIES

- Monitor processes and schedules related to the unit's outputs, products, tasks, etc.
- Generate a variety of standard statistical and other reports, work orders, including maintaining a budget, and creating work schedules
- Assisting in the feeding of the website and social medias
- Perform office support and administrative functions
- Liaise with Units for all communications projects
- Liaise with external entities to obtain quotations, contents, documents
- Create multiple launch schedules, budgets and delivery
- Print in-store collateral and work with fulfillment to launch the materials and manage the inventory after launch
- Support internal team on print and fulfillment related questions
- Support internal team on video production (logistics, concept, content)
- Drafting competencies: according to the specific project's outline might have to be proficient in one or more of the UN official languages
- Create specifications and provide input to material choices
- Research, sourcing, pricing and obtaining samples of promotional materials
- General office duties including phones, contact lists, general archive

MINIMUM QUALIFICATIONS AND SKILLS

Education: Possession of High School Diploma or equivalent is required.

Experience: Experience of a minimum of 5 video, photographic or multimedia production projects, supporting in some or all the tasks described above is required.

Language: For the post advertised, fluency in oral and written English is required. Certified drafting skills in one or more of the UN official languages might be required.

Other Desirable Skills: A basic knowledge of Final Cut, After Effects and/or Photoshop may be preferred.

Please note that only candidate under consideration will be requested to provide proof of experience.

The United Nations is an Equal Opportunity Employer. In an effort to improve the gender balance within the organization, female candidate are strongly encouraged to apply.

Interested candidates who possess the relevant qualifications and experience, are either EU nationals or possess the right to live and work in the EU and able to commence work on short notice in Brindisi, Italy, are invited to submit their UN Personal History Form (P.11) or UN Personal History Profile Form (PHP) BY EMAIL ONLY to: ungsc-hr@un.org quoting the Reference No. "Roster-17-18 (006)" in the subject line.

PLEASE INDICATE "Roster 17-18 (006)" IN THE SUBJECT LINE OF YOUR E-MAIL.

**APPLICATIONS MUST BE RECEIVED BY THE DEADLINE: 15 September 2017.
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**