



United Nations Mission in Sudan
UNMIS

VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-10-091

VA Issuance Date: 25 November, 2010.

Deadline for Applications: Open ¹

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

<i>Title: Production Assistant (Public Information Office)</i>	<i>Grade: GL – 5</i>	<i>Region (please indicate preference in application): Juba (MIS893115)</i>
<i>POST OPEN FOR SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply</i> ²		

¹ Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

Duties and Responsibilities:

Under the supervision of the Television Producer and the Photographer, the incumbent shall perform the following duties:

- Serve mainly as a Video Production Assistant, to film, write and edit video programmes for the Mission. The incumbent will be required to identify appropriate video and audio materials for individual productions; edit them for continuity and relevance to target audiences.
- Work on TV campaign stories, targeted at specific audiences, including returnees, children, and populations at risk of mines or HIV/AIDS, etc.
- Provide specialized assistance to Public Information Officers in the production and delivery of information communications products and services.
- Research, compile and present media reports for internal and external use covering national and international press, television, radio and websites and other possible information sources that are accessible to the public.
- Manage, update and further develop internal Public Information databases and multi-media archives; generate a variety of standard and non-standard statistical and other reports from various databases.
- Research, compile and present basic information for use in the preparation and production of communications products and services.
- Coordinate media coverage of important events; liaise with news and publications agencies, public relations firms and UN photographers in order to provide advance notice of, and

information on, upcoming meetings, briefings and special events and to ascertain coverage requirements.

- Participate in the planning and coordination of major exhibits; liaises with relevant departments/agencies; draft and edit reports, production schedules, press releases and related texts, and correspondence related to planning and production of exhibits.
- Using relevant computer software, create designs in appropriate format for promotional and other material e.g. brochures, presentational materials, announcements, video and audio cassette covers and catalogues, etc.; ensures that photos, graphics, etc are appropriate and conform to UN standards for print materials.
- Work in the production and editing of video/film projects or website projects; track all production material; produce scripts, cue cards, etc. select and catalogue sound and visual materials for inclusion in productions and obtain requisite clearances and copyrights; direct studio recordings and/or evaluate audio quality of recordings for inclusion in programmes.
- Monitor the performance of digital audio workstations and other computer-based editing systems.
- Translation work for productions in the unit.
- Perform other duties as may be required.

Competencies:

Professionalism: Ability to manage processes, maintain accurate records, in administrative fields.

Teamwork: Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Client Orientation: Demonstrate ability to develop and maintain effective work relationships with supervisors and colleagues.

Communication: Ability to write in a clear and concise manner and to communicate effectively orally.

Planning and Organizing: Ability to plan and organize own work effectively in an efficient and timely manner.

Commitment to Continuous Learning: Initiative and willingness to keep abreast of new developments in the administrative fields.

Technological awareness: Ability to operate a computer with MS Word, Excel Power Point and Access and Data bases. Ability to type in both English and Arabic is an asset.

Qualifications:

Education: High school diploma or equivalent. Post-secondary education at college, university or specialized technical/vocational training in journalism or mass communication is an asset.

Experience: At least five (5) years of progressively responsible experience in translation, journalism and/or communications, at the national level. Experience with UN/NGO or other international bodies is an added asset.

Languages skills: Fluency in written and spoken English and Arabic. Knowledge other languages spoken in Sudan and/or other UN languages is an advantage.

Other skills: Demonstrate ability to apply good judgment in the context of assignments given. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner. Excellent computer skills particularly in software applications will be desirable.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);**
- 2- The United Nations Personal History form ([P-11](#));**
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;**
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);**
- 5- Three (3) letters of reference from former employers or academic instructors.**
- 6- Internal candidates must submit 2 most recent performance evaluations.**

By email:

All applicants are strongly encouraged to apply by e-mail and **MUST** include **ONLY** the VA No in the subject line of their email.

e.g. UNMIS-GS-10-091

General Services: unmis-recruitmentgs@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

By Hand:

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200