



UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE

**I. Post Information**

Job Title: **Communication (Audiovisual) Officer**  
Supervisor Title/ Level: **Communication Specialist, Level 3**  
Organizational Unit: **Communication**  
Post Location: **Yemen Country Office**

Job Level: **Level 2**  
Job Profile No.:  
CCOG Code: **1A08**  
Functional Code: **COM**  
Job Classification Level:

**II. Organizational Context and Purpose for the job**

**Organizational context**

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across more than 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child, a future

**Purpose of the job:**

Under the supervision of the Communication Specialist, the Audiovisual Officer assists in the planning, developing, disseminating and monitoring of visibility materials such as videos, human interest stories, photo stories, etc. The Audiovisual Officer will also perform other necessary duties of the position based on the Communication Section work plan and as advised by the Chief of Section. When producing documents and conducting activities, the officer should follow the visibility guidelines of UNICEF and the project partners in addition to report writing, terminology, publication and citation guidelines of UNICEF. All documents produced will be gender-sensitive, and in line with the Convention on the Rights of the Child and other human rights documents. All relevant intellectual property rights in the developed documentation and associated tools will, upon their creation, vest in UNICEF.

**III. Key functions, accountabilities and related duties/tasks:**

- Assist in the production of advocacy and communication materials (films, videos, designs, audiovisual materials) and oversee the qualitative aspects of production (quality control, translations, and reviews of layout and graphic design).
- Assist in drafting and editing articles, human interest stories and other information materials for both web-based and traditional media, as appropriate.

- Assist with the production of UNICEF printed materials and publications.
- Provide regular briefings to audiovisual production companies to ensure UNICEF branding and documentation guidelines are complied with in all productions.
- Support the preparation of digital content for websites and other relevant platforms.
- Contribute to organizing field visits to mass media or other groups and ensure facilitating photo coverage and video footage.
- Update and maintain audiovisual archives, including publications, photographs, videos, web resources, etc. using UNICEF platforms including WeShare.
- Perform other duties, as required

### **CHILD SAFEGUARDING**

Child safeguarding involves proactive measures to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work, UNICEF personnel or UNICEF associates. The risks may include those associated with: physical violence (including corporal punishment); sexual violence, exploitation or abuse; emotional and verbal abuse; economic exploitation; failure to provide for physical or psychological safety; neglect of physical, emotional or psychological needs; harmful cultural practices; and privacy violations.

Certain UNICEF positions present elevated child safeguarding risks (“elevated risk roles”) and candidates and/or incumbents may be subject to more rigorous vetting and training. Roles may be elevated risk roles because of significant unsupervised direct contact with children, their data, having a role in responding to safeguarding incidents, or being otherwise assessed as presenting an elevated risk. This position has been identified as not being an elevated risk role.

## **IV. UNICEF values and competency required (based on the updated Framework)**

### **i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

### **ii) Core Competencies**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

## **VI. Recruitment Qualifications**

Education:	A University degree in Communications, Journalism, Public Relations or a related field.

Experience:	<p>A minimum of two years practical professional work experience in audiovisual production or print and broadcast media is required.</p> <p>Knowledge on Adobe Photoshop CC, InDesign, Premier and/or any other design and video editing software is an asset.</p>
Language Requirements:	<p>Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset.</p>