

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Post Title: Senior Communication Associate
Post Level: GS-7
Contract Duration: 364 days
Duty Station: Damascus, Syria
Supervisor: Chief of Communication, P-4

Background:

With the continued challenging humanitarian situation in Syria's fourteen governorates, there is a need for providing regular humanitarian updates, sitreps and other public and internal reports highlighting the situation of children and UNICEF's response. There is a continued need to better document stories highlighting UNICEF's work and impact to support advocacy and fundraising work.

Purpose Of Assignment:

The Senior Communication Associate will be responsible for supporting the sourcing, design, production, sharing and archiving of high-quality media assets developed as part of UNICEF's local, regional and global communication needs and campaigns; supporting the development of content for UNICEF Syria's and Regional digital platforms. S/he will implement and supervise all graphic design related needs and guide UNICEF programmes and partners on the implementation of the UNICEF Brand Strategy and Guidelines.

Main Duties/Responsibilities:

- Sourcing and editing of raw video material from Field Offices and photo/video service providers to prepare broadcast-ready b-rolls including proper metadata inserts for export and sharing with external media, Natcoms and HQ.
- Perform non-linear editing and packaging of footage and materials sourced from UNICEF Syria field offices and other service providers to produce high-quality, edited and subtitled videos for UNICEF's various digital platforms.
- Design (and supervise graphic designers) and printers producing UNICEF Syria's various print and digital products (infographics, leaflets, publications) based on UNICEF's global brand guidelines and standards.
- Provide support to UNICEF programmes, field offices and partners on the implementation of UNICEF's brand strategy and guidelines to ensure consistent usage of the logo and branding across all UNICEF-branded products and materials.
- Organize and maintain UNICEF Syria's in-house digital photo library including proper metadata embedding; share images selectively with external media, partners and HQ; and perform the required photo editing tasks from retouching and colour grading to ensure highest quality archival photos.

- As needed, undertake photo and video documentation of UNICEF-related activities in the field and for high-level visits.
- Support the Communication section in various administrative and budgeting tasks related to the production of multimedia communication products. This includes budget monitoring and finance related issues such as processing invoices, finalizing contracting and procurement processes. In addition manage visibility items' production and distribution within the office.
- Maintain all programme/office records and reference files on various subjects in the Section for easy access, including the Story Log and Photo Library

Minimum Required Qualifications:

Education: Completion of secondary education, preferably supplemented by work experience or technical or university courses in graphic design, non-linear editing and digital media production is an asset.

Work Experience: Seven years' experience in relevant field of work (media, communication, design, multimedia production).

Demonstrated skills in non-linear editing and graphic design, basic video editing using Final Cut or similar software.

Relevant work experience with a UN agency or in the humanitarian field.

Language Proficiency: Fluency in English and Arabic is required.

Funding Details:

- Funding Grant SC230679 and WBS 4140/a0/06/880/006/001
- Funding expiry date: until 31-12-2025

Prepared by:

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(Signature & Date)

15 Oct 2024

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16 Oct 2024

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16 October 2024