

23. A. General Information

JPO functional title: **Multimedia Project Manager**

Main sector of assignment: **Media and Communications Branch**

Duty Station: **New York, USA**

B. Supervision

Title/Level of Supervisor: Head of Multimedia, P-4

C. Duties and Responsibilities

- Inspire and engage partners, stakeholders and donors by articulating UNFPA's campaign and advocacy priorities to support the creation and development of multimedia content that meet our audiences' needs
- Work closely across HQ divisions and country offices to identify multimedia content and deliver on content strategies for UNFPA's communication and advocacy priorities including campaigns;
- Project manage video and photo assignments and other multimedia productions with partners, stakeholders, other units in the Division of Communications and Strategic Partnerships (DCS); as well as country and regional offices from start to finish
- Ensure complete follow-up of these assignments, including post-production supervision and completion of selected image acquisitions for sharing with the division or other colleagues or external partners and for their global distribution.
- Support the drafting of video scripts and photo captions, working in collaboration with videographers and editors and the HQ team.
- Draft content briefs for production companies and creative ad agencies.

D. Qualifications and Experience

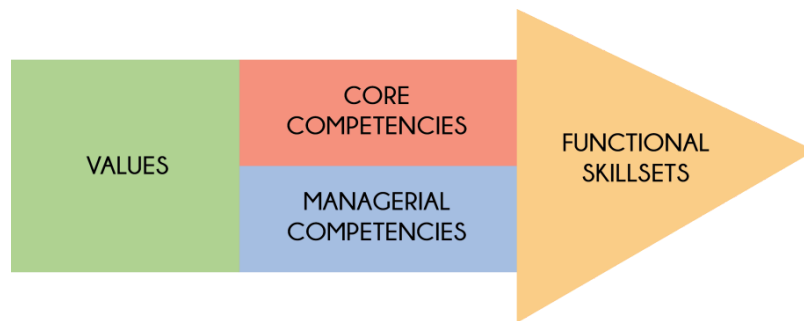
- Master's degree or equivalent in the field of communications or other relevant fields (e.g., journalism, public relations, politics, international development etc).
- Excellent communication skills and a strong creative background in visual storytelling and video production.
- Fluency in English is a must. Knowledge of other UN languages is an asset.
- Initiative, sound judgment and demonstrated ability to work with team members of different national and cultural backgrounds.
- Work experience in communications and/or project management.

E. Learning Elements

Upon completion of the assignment, the JPO will be able to:

- Independently project manage large scale projects in the area of visual communications and beyond; and develop a visual lens
- Prepare complex project documentation and workflows
- Manage the development and implementation of multimedia projects
- Prepare and manage project budgets and timelines
- Understand the functioning of UNFPA and the role of gender equality, sexual reproductive health and rights, family planning and population dynamics in humanitarian and development contexts

F. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change.

Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact.

Functional Skill Set:

Communicating in a credible and effective way, advancing a policy-oriented agenda.
 Providing conceptual innovation to support program effectiveness.
 Strategically positioning UNFPA program.
 Building and promoting partnerships across the organization and beyond.
 Strengthening the programming capacity of the Country Office.
 Facilitating quality programmatic results.

G. Background Information

Family / Non-family Duty Station – means that you are not allowed to bring any family members:
 Family Duty Station

Living conditions at the Duty Station:

New York is a headquarters duty station and provides a comfortable living environment.