



VACANCY ANNOUNCEMENT

UNRWA is a United Nations agency established by the General Assembly in 1949 and is mandated to provide assistance and protection to a population of some 5 million registered Palestine refugees. Its mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip to achieve their full potential in human development, pending a just solution to their plight. UNRWA services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance. UNRWA is funded almost entirely by voluntary contributions.

Photo-Editor and Photographer, East Jerusalem

BACKGROUND

The UNRWA communications division HQ acts as the executive for all Agency-wide communications. The division directs and is responsible for the entirety of UNRWA public relations at a global and regional level.

An experienced photo-editor and photographer with real attention to detail, your primary responsibility will be to review and edit the metadata of UNRWA photographs in our contemporary photo archive in line with industry best-practice and you will ensure that the UNRWA contemporary digital photo platform is up-to-date and searchable. Furthermore, you will photograph UNRWA functions as required.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- Assist in the development and maintenance of a standardized UNRWA metadata system for films and photographs, including a unified captioning, keywording and tagging (IPTC) strategy for all photographs in the UNRWA archive (i.e. user guidelines) in coordination with the Photo Librarian in Gaza;
- Develop defined quality standards for all photographs entered into the UNRWA archives;
- Develop and implement an appropriate digital image management workflow and internal quality control process, in coordination with the Photo Librarian in Gaza, including the implementation of standardized metadata
- Select and process images provided by UNRWA Public Information Offices and other sources for inclusion in the UNRWA archives in compliance with defined quality standards;
- Photograph UNRWA events and stories as required;
- Make back ups of the UNRWA archive and contemporary database

- Perform other shared tasks and related duties as requested by the Chief of Communications or other direct superiors

ESSENTIAL QUALIFICATIONS

Certified professional training or equivalent working experience of at least 3-5 years in one or more of the following fields:

- Digital photo processing or desktop publishing
- Photo library or photo agency (with online experience)
- Photo editing
- Photography, visual storytelling, image making

EXPERIENCE

- In-depth experience in digital imagery and on-screen photo evaluation
- Sound experience in quality control processes
- Experience in photo management and metadata maintenance
- Experience in technical user-support and/or IT training
- Experience with online search tools and/or structure keyword systems desirable
- Knowledge of Photo Mechanic, or other comparable photo archiving software
- Excellent written and oral communication in English and Arabic

DESIRABLE QUALIFICATIONS

- Familiarity with Mac
- Knowledge of the Palestine refugee question and UNRWA
- Curating of photo exhibits

COMPETENCIES

- Excellent visual/photographic eye
- Excellent computer skills and in-depth knowledge of relevant computer software and hardware, especially Adobe PhotoShop and MS Office
- Analytic and structured mindset, thorough yet pragmatic, organized with the ability to working an independent manner; fast and 'stress-proof'
- Ability to manage data and information via web-based services
- Superior communication and service-oriented interpersonal skills, especially with regard to providing support and training to multi-cultural network staff
- Excellent team player
- Adept at using online resources for ongoing education and technical support

CONDITIONS OF SERVICE

- The position is for one year with a start date 1 September 2016 extendable subject to an initial three-month probationary period.
- Remuneration will be commensurate with relevant work experience.
- All copyrights in all the photographs produced in the performance of this contract will be vested exclusively in UNRWA. Any use of them should be made with prior written consent.
- Photographic equipment will be provided by UNRWA.

- Transportation and logistics for photography assignments will be coordinated by UNRWA.

APPLICATION PROCESS

Applicants should submit a cover letter and CV or UN Personal History Form demonstrating clearly the knowledge and experience required to meet the consultancy requirements via communications@unrwa.org clearly indicating the title of this consultancy **Photo-Editor and Photographer** in the subject line of the message. In addition, we request that applicants submit a photo essay comprised of 8-10 images to enable us to assess visual story-telling skills. Images can be shared via DropBox, WeTransfer or other photo-sharing applications.

The deadline for the submission of applications is **31 July 2016** inclusive (late applications will not be considered).

UNRWA is an equal opportunity employer and welcomes applications from both women and men. UNRWA encourages applications from qualified and experienced female candidates. Only those applicants short-listed for interview will be contacted. UNRWA is a non-smoking environment.