



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Associate Video Editor

UNOPS IICA-1

Marketing and Emergency Section

UNHCR, the UN Refugee Agency, is offering an Associate Video Editor *UNOPS IICA-1* position within the *Marketing & Emergencies Section with Private Sector Partnerships Service in Copenhagen, Denmark*.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 130 countries, using our expertise to protect and care for millions. UNHCR is almost entirely funded by voluntary contributions from governments and private donors.

Title: Associate Video Editor

Duty Station: Copenhagen, Denmark

Duration: 01 January – 31 December 2021

Contract Type: UNOPS International Specialist, Level IICA - 1

Closing date: 16 of November 2020

Organizational Context

In 2011, UNHCR's Private Sector Partnerships (PSP) formed a team to lead on fundraising communication. This team sits within the Marketing and Emergencies section and is charged with ensuring that UNHCR's PSP offices globally have the content, tools, resources and best practice communication to run an effective fundraising programme, empowering income-generating teams to deliver increased resources to UNHCR's budget.

The Associate Video Editor will report directly to the Video Editor (PSP) and will work closely with other members of the Marketing & Emergencies section – particularly the PSP Global Content team – to respond to the digital video needs of the network and global partnerships.

The Associate Video Editor is responsible for ensuring there is a regular flow of engaging video content to the PSP network to support their fundraising activities. This includes developing short fundraising (or other engagement-related) videos or re-editing centrally produced material with a fundraising angle / call to action. Specific projects may include thematic videos for communication with supporters, emergency appeal videos, and ask/thank you videos linked with integrated fundraising appeals, campaigns and emergencies.

As a member of the Marketing and Emergencies team, this position will be responsible for helping to progressively increase income to UNHCR from the private sector through the development of stronger fundraising communications both for Individual Giving programmes and Private Partnerships and Philanthropy (PPH) programmes. Therefore, all the video content produced by the Associate Video Editor should support the network to either acquire, develop or retain donors and/or supporters.

Duties and responsibilities

Under the overall supervision of the Video Editor (PSP), the Associate Video Editor will assist in the following:

- Develop, produce and edit short supporter/donor engagement videos as part of regular PSP thematic content packages;
- Create, produce and edit impact, need and other videos linked with integrated fundraising appeals, campaigns and emergencies;
- Support the development and commissioning of video assets for global partnerships as needed;
- Re-version partnership and other videos into different languages as requested and develop video teasers to support partnership campaign materials;
- Re-package centrally produced video assets for use by the PSP network, when relevant;
- Ensure the effective distribution of video content to the wider PSP network through the Refugees Media library;
- Respond to ad hoc requests by other PSP teams or the network that support the development of other video assets including sourcing video b-roll for direct response television adverts, short films etc.

Essential minimum qualifications and professional experience required

The ideal candidate will possess the qualifications and experience listed below.

Education:

University degree in communications, marketing, filmmaking or a similar relevant field

Work Experience:

- Minimum of 3 years (2 years with an advanced university degree) of professional experience as a video editor or filmmaker within UNHCR, another UN Agency, a non-governmental organization (NGO) or the private sector

Key Competencies

Required skills

- Excellent communication skills with strong interpersonal and negotiation skills to deal with staff members of different cultural and education backgrounds
- Excellent command of English (written/oral/comprehension); highly developed drafting and editing skills
- Film/video development, editing and production skills
- Project management
- Political Awareness
- Ability to write scripts and briefs

Desirable skills

- Proficiency in other UN languages, especially Arabic
- Excellent computer skills (MS Word, Excel and PowerPoint essential)
- Exposure to UNHCR-specific learning/training activities

Location

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark.

Conditions

This position is a full-time role starting from 8.30am to 5pm Monday to Friday (40 hours per week).

To apply

Interested applicants should submit the United Nations Personal History Form (PHF) including testimonials/degrees/certificates to hqpsphr@unhcr.org indicating “**your surname**” & “**Associate Video Editor**” in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

Closing date for the receipt of applications: 16 November 2020, midnight (Copenhagen time)

Vacancy Notice issued: 2 November 2020

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.