



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	63/08/2022
Post Title	Photographer
Level	GL-5 (Fixed-Term Appointment)
Organizational Unit	Strategic Communications Service
Location	Kabul
Number of posts	01
Issuing Date	14/08/2022
Closing Date	28/08/2022
Duration	One (1) Year

Qualified female candidates are highly encouraged to apply

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Photographer will be responsible for the following duties:

- Provides support to Print and Digital Unit by serving as photographer / cameraperson or assisting senior photographers in coverage of the Mission's work; writes captions for mission's photographs; sets up photo shoots; assists in the layout and preparation of design products for public information campaigns, including selecting/editing images for social media campaigns, posters, brochures, reports and web graphics; gathers information and data for various communications products.
- Coordinates and communicates with various departments within the mission and UNHQ to ensure deadlines are met; follows up with clients, production departments, printing facilities and other relevant parties; ensures that final products are consistent and of high quality, on schedule and delivered in a timely manner; maintains contact with media outlets and UNHQ to ensure dissemination and possible usage of Mission's audio-visual contents. Contributes to capacity building by supporting other photographers through regular contacts and helping to organize specialized training to address knowledge and skill gaps.
- Responsible for digital and film stock and archive, lighting set-ups, etc.; assists in the development and maintenance of a storage and retrieval system for artwork and print components (e.g. mock ups, galleys, camera-ready mechanicals, colour key and separations, printer's films, stripped flats and plates, etc.).
- Undertakes any other photography-related assignments, but not limited to, photo editing, photo research, maintenance and updating of the Mission's photography archive and performs digital postproduction and photo processing tasks. Drafts metadata for captioning and archiving purposes.
- Serves as the focal point for updating and managing online databases of visual contents (including web, social media platforms and Flickr).
- Performs other related work as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.

Work Experience: A minimum of five (5) years of progressively responsible professional experience in public communication, international broadcasting or related area is required.

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Fluency in oral and written Pashto/Dari is required.

Special measure: The minimum work experience for GL-5 is reduced to four (4) years, instead of the standard minimum required work experience of five (5) years; and it is further reduced to three (3) years, instead of the standard minimum required work experience of four (4) years with a relevant bachelor's/master's degree. The special measure is extended until 31 December 2022 reduces the minimum required years of relevant work

experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges; Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Technological Awareness: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: unamava_substantive@un.org

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#63/08/2022** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#63/08/2022**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.
- Only applicants who are short-listed will receive an acknowledgement within four (4) to six (6) weeks from the deadline indicated on the VA.
Required documents to be submitted along with the signed and completed UN P.11:
- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.

No fee:

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.