**UNFPAlogo**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are pleased to announce the following vacancy:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **VA 1515 Multi-Media Librarian Consultancy** | |
|  | |
| **CLOSING DATE:** | **Monday 30 November 2015 at 15:00 hours of Bangkok time** |
| **DUTY STATION:** | Home based |
| **DURATION:** | **30 days** |
| **ORGANIZATION UNIT:** | UNFPA Asia and the Pacific Regional Office |

1. **Background**

UNFPA’s Asia and the Pacific Regional Office (APRO) was established in July 2008 in Bangkok, Thailand, and provides a key link between UNFPA’s organization-wide vision, strategies, policies and analyses, on one hand, and the needs of the region and programme countries therein, on the other.

APRO provides leadership in positioning the agenda of [the International Conference on Population and Development (ICPD)](http://www.unfpa.org/public/home/sitemap/icpd/International-Conference-on-Population-and-Development/ICPD-Summary) at the forefront of poverty reduction and development strategies, policies, and debates throughout the region. It coordinates, oversees, supports and monitors the work of UNFPA’s [23 country offices in Asia and the Pacific](http://asiapacific.unfpa.org/public/cache/offonce/pid/2350;jsessionid=830BF1EF4C915688B22360E072D1B59B.jahia01), as well as Sub-Regional Offices in Suva and Kathmandu, aiming to strengthen the implementation of the ICPD Programme of Action and the Millennium Development Goals (MDG) according to national priorities.

The Regional Office also facilitates advocacy and policy dialogue to generate the political will and financial resources needed to achieve the goals of the ICPD Programme of Action, which emphasizes the integral links between population and development, focusing on meeting the needs of individual women, men and young people. The ICPD agenda underpins UNFPA’s work globally, and APRO is responsible for developing and maintaining strategic partnerships and regional networks to ensure broad ownership of the agenda in the region. This includes facilitating the exchange of knowledge and working to improve the quality of result-based management. In order to effectively implement and communicate its programming, APRO develops several knowledge management products, as well as manages an active web-site and social media presence.

1. **Overview of the Consultancy**
2. **Purpose**

APRO is seeking a consultant to review, compile and catalogue its extensive multi-media collection. These resources will be used to further develop communication and knowledge management products.

1. **Objectives**

* Organize and confirm the accuracy of metadata and edit metadata using various databases and the internet
* Catalog photographs, screening video, shot listing, providing metadata, and indexing photographs and video etc… and ensure upload into a digital asset management system to facilitate retrieval and use in production
* Evaluate photographs and video for archiving, research digital assets rights issues, and maintain quality control of archiving operations
* Document gaps in APRO’s digital media collection

1. **Scope of Work**

|  |  |
| --- | --- |
| **Deliverable** | **Timeline** |
| Catalog of APRO digital media and uploaded into an agreed digital management platform | **29 Days** |
| List of gaps in APROs’ digital media collection and highlight digital assets rights issues | **1 Day** |

1. **Qualifications and Technical Requirements**

* Degree in Library Science, Communications or related field, Master’s degree in Library Science or Archiving preferred
* Two or more years of professional digital library experience
* Prior media news production experience strongly preferred
* Strongly prefer candidates with experience in digital archives and knowledge of, and interest in, history, current events and public health
* Knowledge of Cloudinary and AODocs and other digital asset management systems preferred
* Must be detail-oriented and able to handle multiple tasks simultaneously
* Excellent computer skills including typing, online searching, and database experience
* Excellent knowledge of all Microsoft Office applications

1. **Work Setting**

The primary work setting would be the consultant’s home base (30 days). Access to internet is required.

1. **Technical Guidance and Oversight**

The consultant, under the supervision of the Regional Direction and under the immediate supervision of the Communications Specialist with support from the Regional Programme Specialist.

**How to apply**

|  |
| --- |
| Candidates should submit the following documents:  1. An application letter which states the candidate’s motivation to apply for this post  2. A curriculum vitae, and  3. A completed United Nations Personal History (P 11)  All the above documents must be sent by e-mail to [vac-robangkok@unfpa.org](mailto:vac-robangkok@unfpa.org) .  The P11 is available on the UNFPA websites at <http://www.unfpa.org/resources/p11-un-personal-history-form>  Please quote the Vacancy number **VA 1515 Multi-Media Librarian Consultancy UNFPA APRO.** The deadline for application is : **30 November 2015, at 15:00 Bangkok time**  UNFPA will only be able to respond to those applications in which UNFPA has a further interest.  *UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.*  *We offer an attractive remuneration package commensurate with the level of the position.*  *Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.* |

**Date Issued: Monday, 16 November 2015**