

In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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**Vacancy code:** VA/2018/B5109/16066  
**Post Title:** Pool of On-call Photographers (five retainer positions)  
**Post Level:** LICA 6  
**Org Unit:** ECR, RSOC, Serbia  
**Duty Station (DS):** Belgrade, Serbia  
**Duration:** One year with possibility of extension  
**Closing Date:** 12 August 2018

### **1. Background Information**

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The United Nations Office for Project Services (UNOPS) mission is to help people build better lives and countries achieve sustainable development. UNOPS provides project management, procurement and infrastructure services to governments, donors and UN organisations. Its services can be advisory, implementation or transactional, with development of the national capacity always in focus.

UNOPS was the first organisation in the world that was awarded the four most prestigious accreditations in project management, including PRINCE2®, and one of five organisations in the world awarded the Gold Level from the Chartered Institute of Procurement and Supply. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, became the Project Centre (RSPC) in 2013, and was reclassified, due a growing portfolio, to Operations Centre (RSOC) at the beginning of 2017. UNOPS has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio-economic reforms and facilitating accession to the European Union.

Currently, the RSOC is implementing ten projects focussed on: sustainable municipal development, recovery from damages incurred by May 2014 floods in Serbia and building climate-resilient infrastructure, creation of more favourable environment for employability, business and infrastructure growth, enhanced social inclusion via durable housing solutions and access to health, education and jobs for the most vulnerable population. All projects have good governance and gender equality as transversal theme.

### **2. Functional Responsibilities**

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***UNOPS Serbia Operations Centre is planning to fill five positions based on this Vacancy Announcement. The positions will be home based, however, duty stations will be in the following cities: Belgrade (two positions), Niš, Novi Pazar, Vranje.***

The On-call Photographer will, under general guidance of respective Communication Manager, be responsible for the production and editing of high quality photos and/or photo feature stories about UNOPS Serbia Operations Centre, projects and activities. The selected incumbent will undertake the following activities/responsibilities:

- Production of photos of UNOPS Serbia programmes' events, conferences, visits, projects and other key activities
- Provision of at least 5 digital photos in low resolution - immediately on site for instant distribution on social media and with press release
- Upon the completion of the covered programme activity provision of at least 20 digital photos on a CD, DVD or via wire transfer within 24 hours upon the completion of the covered Programme/Project activity. The photos provided via wire transfer, CD and DVD must be clearly named in line with respective Programme configuration management guidelines (to include the photo date, location, and subject) and provided in both low and high resolution (minimum 300 dpi) in JPG format
- Editing of photos, including retouching and correction
- Production of photos for publications

- Assisting the establishment and maintenance of photo database
- Providing advice to UNOPS Serbia personal regarding photography
- On case by case bases, as required by UNOPS Serbia Communication personnel, provide photos of project visit/meeting during the donor and high officials' missions
- The On-call Photographer will be required to have his/her own equipment and be available for travel, with the team or independently, as needed throughout the RSOC area of responsibility.

### 3. Required Selection Criteria

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#### a. Education

- Secondary education is required
- Bachelor's degree preferably in communications, journalism, arts, media or other related areas is an asset
- Computer literacy: MS Office, Internet, Photoshop

#### b. Work Experience

- Six years of experience in photography and/or photojournalism is required. Bachelor's degree may substitute for some years of experience
- Experience in covering high level events and conferences is a requirement
- Knowledge of local and national media scene in the RSOC area of responsibility is an advantage

#### c. Language Requirements

- Fluency in Serbian is required
- Basic knowledge of English is required

#### d. Driving License

- Driving license is an asset, however, ability to travel independently is required

#### e. Additional requirement

- Candidates who apply for this position are requested to submit, together with the application, a portfolio in free electronic format (preferably web links) with minimum of 30 selected author photographs

#### f. Core Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

### **Submission of Applications**

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Qualified candidates may submit their application, including a portfolio in free electronic format (preferably web links) with minimum of 30 selected author photographs, CV and Cover Letter indicating preference in terms of duty station to UNOPS via UNOPS Jobs at following link:

<https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=16066>

***Kindly note that this is a local position open to nationals of Serbia and to individuals who have a valid residence/work permit.***

### **Additional Considerations**

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- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)