

# AUDIOVISUAL ARCHIVIST

Post Number : ADM 169

Grade : P-1 / P-2

Parent Sector : Bureau for Digital Business Solutions (DBS)

Duty Station: Paris

Job Family: Computer Sciences / Information Technologies

Type of contract : Fixed Term

Duration of contract : 2 years, renewable, renouvelable selon performances satisfaisantes

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 18-DEC-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

## OVERVIEW OF THE FUNCTIONS OF THE POST

The Digital Bureau Solution is the entity responsible for ICT operations and Information management within UNESCO, and reports to the Assistant Director General for Administration and Management. The team oversees the implementation of UNESCO's digital strategy, with the delivery of (1) more integrated and properly codified project and knowledge management in support of program delivery; (2) the provision of a resilient IT infrastructure, and best-in-class service management to enable effective program delivery; and (3) the provision of strengthened Institutional Memory management.

Under the overall authority of the Chief Information Technology Officer and the direct supervision of the Chief Archivist, the Audiovisual Archivist will manage the Organization's audiovisual archives, ensuring good practices, and contributing to the preservation, enhancement, and valorization of the audiovisual documentary heritage, both analog and digital, in line with the institutional memory strategy.

The Audiovisual Archivist contributes to the development of the strategy and establishes, maintains, and evolves management policies and procedures for UNESCO's audiovisual assets to ensure their long-term preservation and access on approved UNESCO platforms.

In particular the incumbent will:

- Manage and publish multimedia assets on UNESCO approved platforms; participate in communication, outreach, and partnership initiatives related to audiovisual archives.
- Plan, organize, lead, and monitor long-term digital preservation for audiovisual records, in collaboration with other colleagues, combining cloud and on-premises storage repositories.
- Manage physical conservation of audiovisual assets in accordance with required standards as they relate to audiovisual records preservation and safeguarding.
- Advise content producers and staff on best practices for the preservation, safeguarding and management of audiovisual assets and assists in advocacy and outreach programmes as they relate to audiovisual records preservation and safeguarding.

- Commit to Continuous Learning in Audiovisual archiving.

### **COMPETENCIES (Core / Managerial)**

Accountability (C)

Communication (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

Knowledge sharing and continuous improvement (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

### **REQUIRED QUALIFICATIONS**

#### **Education**

- Advanced university degree (master's degree or equivalent) in information management, archival science, or a related field; and/or in audiovisual preservation, audiovisual management, or a related field.

#### **Work Experience**

- At least two years of work experience in audiovisual archives management or related fields of which preferably 1 year acquired at international level.
- Experience in managing audiovisual assets in both analog and digital formats is required.

#### **Skills and competencies**

- Understanding of digital storage architecture and technologies, including onsite storage, cloud storage and hybrid solutions.
- In-depth knowledge of audiovisual content archiving practices.
- Knowledge of norms and standards in audiovisual archives management.
- Effective communication skills to collaborate with content creators, producers, editors and other stakeholders to understand asset storage needs and requirement.
- Utmost discretion and integrity.
- Service-oriented and ability to deal efficiently and tactfully with people of different cultural backgrounds.
- Attention to detail and meticulousness.
- Ability to take initiatives and provide quality and timely support services.
- Good Knowledge of IT tools with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint, etc.)

#### **Languages**

- Excellent knowledge of English or French and good knowledge of the other language.

### **DESIRABLE QUALIFICATIONS**

### Education

- A PhD in Archival Science would be an asset.
- Information Technology diploma combined with archival practice.

### Work Experience

- Experience in archive valorization strategies (exhibition, publication, communications, etc).

### Skills and Competencies

- Knowledge of audiovisual editing tools.

### Languages

- Knowledge of another official language of UNESCO (French, Chinese, Russian, Arabic or Spanish).

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 59 731 Euros.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

## **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.