Call for Interest
Individual Contractor – Video Editor

DEADLINE FOR APPLICATIONS : 10 September 2020
DATE OF ISSUANCE : 3 September 2020
OFFICE : Registry, External Relations Office
LOCATION : The Hague
JOB OPENING NUMBER : 2020/IRMCT/REG/021-CIC

Organizational setting and Reporting:
The Individual Contractor will be working with the External Relations Office of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the general supervision of the Associate Public Relations Officer. Only candidates under consideration will be contacted. The selected candidate will be offered a contract as an Individual Contractor.

Terms of Reference for Contractor:
The Mechanism Information Programme for Affected Communities (MIP) is an initiative of the Mechanism’s External Relations Office, in partnership with the European Union, to improve the knowledge and understanding of citizens and communities in the countries of the former Yugoslavia about the crimes committed in the region during the conflicts of the 1990’s. MIP initiatives use the archives of the ICTY and Mechanism, as well as their overall legacies, to present fact-based accounts of crimes committed during the conflicts – in particular through the adjudicated cases of these institutions.

In order to assist the team in the production of audio-visual promotional, informational and educational material for use as public information and outreach tools, MIP team seeks to hire an experienced individual Contractor (Video Editor).

A) Objectives and Targets

The Video Editor is tasked with editing and picture/sound post-production of the material for internal use or external distribution, including short videos for social media platforms, video lectures and other audio-visual content as required. Video Editor is required to operate professional editing software (Adobe Premiere 2019/2020 and other Adobe CC software) and hardware to mix and edit these materials including the creation of graphics, subtitles and other elements toward a professional production.

Video Editor is required to provide the following services:

- Edit short videos from existing archive material for use on social media
- Edit recorded video lectures for external and internal use
- Edit audio content such as podcasts, lectures, conferences etc.
- Edit other audio-video content for internal use or external distribution
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- Ensure follow up in the post processing phase and adjust the selected videos to the needed format for media, websites, etc. in accordance to previous agreement with supervisors from IRMCT.
- Provide fully edited videos including (when requested) subtitles in English & BCS or edit voice overs as requested on a case by case basis.
- Edit videos and adapt them to the required formats for distribution on various media channels, add subtitles in B/C/S/English, insert additional frames, color filters, logos and special effects as requested.
- Performs other ad-hoc duties connected to audio or video editing and post-production, as required.

B) Tangible outputs of the work assignment

The Contractor is hired in the period of September - December 2020 on a partial basis that is not to exceed 5 working days per month until 31 December 2020. Specific tasks include and are not limited to:

- Short videos for use on social media
- Video lectures
- Podcasts, audio lectures, conferences and other audio content
- Other audio or video content, as required.

The Contractor will be home based and will work remotely.

C) Delivery

The required finished content is to be delivered each month in accordance to previous agreement with supervisors from IRMCT, on a case to case basis.

The delivery of the finished content is required via internet upload.

D) Performance indicators

The specific number of outputs and timeline of each, on case by case, will be established by the MIP team and will be agreed in written with the Contractor.

The consultant (Video Editor) will be evaluated by the MIP supervisors based on the quality of the content produced according to the industry standards and the quality level already maintained by the IRMCT’s External Relations Office. In addition to quality, timely manner of the content delivery and responsiveness to MIP supervisors’ requests will be taken into consideration during the evaluation.

E) Fee for Service

The Contractor is hired for the period September - December 2020 on a partial basis that is not to exceed 5 working days per month until 31 December 2020. The fee requested to complete this Service is 240$ per day.
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Qualifications/ Special skills:

- **Education:** A Bachelor's Degree in Film and TV editing or a related field
- **Language:** English and French are the working languages of the IRMCT. For this position, fluency in oral and written English and BCS is required.

- **Skills:** Advanced skills and operational knowledge of Adobe Premiere and other softwares in Adobe CC package (After Effects, Photoshop etc.)
- **Other:** Unlimited access to a high grade industry standard editing station with the ability to download and upload video content in broadcast quality.

**Experience:** Minimum of 5 years of experience in editing and/or production of documentary, feature and short films, as well as video production/editing.

- Substantial experience with short videos suited for Facebook, YouTube and other social networks.

- Advanced knowledge of graphic design softwares, video production softwares, photo and video editing softwares, social media management.

- Previous experience working/consulting for international projects/programs, media agencies and International Organizations will be considered an asset.

How to Apply

Qualified candidates are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the 2020/IRMCT/REG/021-CIC in the subject line.

APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.