



Vacancy No: AF_004_2019
Post Title: Associate Fellow, Graphic & Web Design
Organizational Unit: UNSSC Directorate
Duty Station: Turin, Italy
Duration: until 31 December 2019, extendable
Deadline for applications: 30 June 2019

Organizational Context:

The United Nations System Staff College (UNSSC) with its headquarters in Turin, Italy, is the United Nations institution for system-wide knowledge management, learning and training for the staff of the United Nations system.

The College is expected to play a pivotal role in contributing to United Nations reform efforts, the development of a common culture based on effectiveness, expertise and continuous learning through the development, co-ordination and provision of cross-cutting learning programmes which impact on all agencies and staff.

The College is seeking a web and graphic designer to assist in the development of material to support its corporate communication activities and provide web publishing support.

Responsibilities:

The position is located in the Office of the Director. Duties include - but are not restricted to:

- Designing clear engaging graphic communications for print and web. This will include: logos, direct mail pieces, branded promotional items, web site and social media graphics, posters, flyers, and other marketing materials as needed;
- Publishing content on the UNSSC website and responding to ad hoc web-design related tasks;
- Providing enhancements, debugging and performance tuning tasks relating to the website;
- Video production and editing of video material;
- Working closely with colleagues to translate their concepts into visually appealing material;
- Liaising with external suppliers to coordinate the production of ad-hoc marketing material;
- Performing other related tasks requested by supervisor, as appropriate

Qualifications and experience:

This position requires:

Education:

First Level University degree in the area of: Communications, Graphic Design and/or Multimedia Arts, Visual Communications, or in a related field.

Work Experience:

1 to 2 years of previous similar work experience with knowledge and competence in the following:

- Proficient in graphic design and photo editing softwares (Adobe Illustrator, InDesign and Photoshop);
- Experienced in HTML/5 and CSS
- Familiarity with social media platforms – Facebook, LinkedIn and Twitter

- Previous experience with a United Nations system organization and/or a learning organization is an asset.

Languages:

Good communication skills (written and oral) in English are required; working knowledge of another UN language, as well as Italian is an advantage.

Other Skills:

- Ability to convert complex and abstract ideas into simple visual concepts
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds

Competencies

Professionalism: Proven experience in graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management. Knowledge of designing for print and digital media, including web design. Experienced in front-end web development with a strong understanding of Drupal. Experienced with mobile-responsive websites.

Planning & Organizing: Ability to identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; monitor and adjust plans and actions as necessary; use time efficiently.

Teamwork: Ability to work collaboratively with colleagues to achieve organizational goals; solicit input by genuinely valuing others' ideas and expertise; place team agenda before personal agenda; share credit for team accomplishments and accept joint responsibility for team shortcomings.

Other information

This appointment corresponds to a local recruitment. The successful candidate is responsible for any expenses incurred in order to take up the duty.

The Associate Collaborator is neither a "staff member" under the Staff Regulations of the United Nations nor an "official" for the purpose of the Convention of 13 February 1946 on the privileges and immunities of the United Nations. However, the Associate Collaborator may be given the status of an "expert on mission" in the sense of Section 22 of Article VI of the Convention and, if required to travel on behalf of the United Nations, may be given a United Nations certificate in accordance with Section 26 of Article VII of the Convention.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position The application should be submitted by e-mail to recruitment@unssc.org with a subject title of "Application for Associate Fellow 004 – Graphic & Web design".

Late submission of application and/or incomplete application will not be considered.

N.B: Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 17 June 2019