



United Nations System Staff College (UNSSC)

Individual Contractor

Vacancy No:	IC/005/2017
Post Title:	Junior Graphic Designer (part-time 80%)
Organizational Unit:	Directorate
Duty Station:	Turin, Italy
Duration:	6 months January – June 2018
Deadline for applications:	13 December 2017

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 UN reform, 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 graphic designer to assist in the development of materials to support corporate communication activities of the College.

Terms of reference

The position is located in the Office of the Director. Under the general supervision of the Policy & Corporate Coordinator, duties will 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;
- Video production and editing of video material;
- Working closely with senior colleagues to translate their concepts into marketing materials;
- Liaising with external suppliers to coordinate the production of ad-hoc marketing material;
- Performing other related tasks requested by supervisor, as appropriate.

Qualifications required

Education:

High School Diploma or 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 main graphic design and photo editing software (Adobe Illustrator, InDesign and Photoshop);
- Knowledge of designing for print and digital media, including web design;
- Familiarity with main social media platforms.

Languages:

Excellent 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 learn and act in a fast-paced environment.
- Ability to work effectively as part of a team
- High motivation to learn and grow professionally
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds
- Ability to handle situations with diplomacy and tact
- Ability to define and work to deadlines

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 Individual Contractor 005 – Graphic Designer".

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

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.

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