

TERMS OF REFERENCE: GRAPHIC DESIGNER

Background

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA Office in the occupied Palestinian territory will improve the capacity of Information Management, Advocacy and information dissemination in the West Bank and the Gaza Strip, amongst humanitarian partners, local and international media, policy makers and governmental and non-governmental actors.

The Graphic Designer will be expected to work closely with the Information Management, Research and Analysis, Advocacy, and Field Coordination Units. The Graphic Designer will contribute to the development and improvement of the design, branding and lay-out of outputs produced by UN OCHA oPt. The Graphic Designer will ensure that UN OCHA oPt's products and reports are following the OCHA oPt graphic guidelines, provide the best possible functionality and usability to OCHA clients and stakeholders and contributes to the overall branding process.

The responsibility of the Graphic Designer is to ensure the implementation of and maintenance of existing graphic guidelines; lay-out of reports and publications in English, Arabic and Hebrew; development of new graphic solutions; and design of innovative interactive products.

Accountabilities

Maintain and strengthen OCHA oPt brand

- Safeguard and ensure that all publications, reports and products are produced in line with the graphic guidelines;
- Maintain and further develop the graphic guidelines, in line with overall OCHA directives (accommodation and modification if needed);
- Implement the graphic guidelines in all OCHA oPt products;
- Deliver creative and innovative ideas for print, web and interactive presentations.

Design and lay-out of reports and other products

- Support and lead the design process of reports and presentations for printing, electronic distribution and live delivery;
- Lay-out weekly, monthly and other recurrent reports in close cooperation with the author/project manager;

- Design templates for new publications and products in line with graphic guidelines and in close cooperation with the author/project manager;
- Maintain templates (Word, PowerPoint etc) and give technical support for the use of them;
- Improve and edit art-works, photos, charts and other graphic elements;
- Assist in establishing and be responsible for maintaining photo archive.

Development of presentations, web interface and interactive products

- Lay-out and design presentations;
- Create animations in PowerPoint and/or Flash for illustrative purposes such as animation of maps and more advanced solutions;
- Deliver creative graphic and technical solutions for use of new media;
- Develop web interface and design for OCHA oPt website, operational databases and other interactive products in close collaboration with the Web Developer and the Database Developer.

Other responsibilities:

- Maintain a client-oriented approach that ensures the IMU provides high-quality information management services and products to the OCHA office and to members of the humanitarian community;
- Any other duties as may be requested by the IMU Manager.

Qualifications

Education and Experience: Bachelor degree in one of the following fields:

- Graphic Design;
- Media and communication
- Fine Arts
- A related field

And four years of progressively responsible experience in working with communication media, and specific experience in Graphic Design.

Applicants with Secondary education and minimum of 8 years of experience will be considered.

Skills and Knowledge:

1. Strong practical background in graphic design, including the knowledge of design software such as

Adobe Design Premium-package and web design tool such as Dreamweaver and Flash. Basic understanding of web development (HTML, Java script etc) technologies and GIS is required.

2. Show a clear and mature style of design with an understanding to implement in an official UN setting.
3. Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management;
4. Good understanding of new and evolving technologies and digital platforms;
5. Knowledge of standard software packages (MS Office–MS Access–MS Visio –Adobe Acrobat);
6. Other skills: Working experience in a development or humanitarian environment is required. Technical knowledge of OCHA Field Information Management tools is desirable.

Language Requirements: Fluency in written and spoken English, Hebrew and Arabic is required; fluency in one or more other official UN languages is desirable.

UN Competencies

1. **Professionalism** – Advanced knowledge of the use of information management to improve the business processes; proven and demonstrable experience in analysis of information and capacity to articulate the information management requirements of complex situations requiring a coordinated response between disparate actors; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters).
2. **Communication** – Excellent communication (spoken and written) skills including the ability to convey complex information management concepts and recommendations to staff at all levels, both orally and in writing, in a clear, concise style that can be readily understood by non-information management practitioners.
3. **Teamwork** – Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.

4. **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
5. **Accountability** – Takes ownership of all responsibilities and honours commitments; operates in compliance with organisational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
6. **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; designs solutions and basis recommendations on the principles of usability; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients’ informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
7. **Judgment/Decision-making** – Identifies the key issues in a complex situation, gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision.
8. **Commitment to Continuous Learning** – Demonstrated history of keeping abreast of new developments in the field plus a commitment to continuous learning.
9. **Technology Awareness** – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the Office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

How to apply:

Candidates interested in applying for this position should provide the following:

- A complete Personal History Form (P11) in English providing full details on education, present and past employment, language skills, computer skills, etc. P11 form can be found on OCHA’s website below.
- A short letter in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.

Only qualified candidates should apply and only those who have been short listed will be contacted.

Please e-mail your cover letter and application (P11) to the following e-mail address: hr@ochaopt.org or send your application by fax to: (+972) 2-582 5841. Applications received after this date will not be considered.

CLOSING DATE FOR APPLICATIONS: 17 July 2009