

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

VACANCY ANNOUNCEMENT # 2017-008**Graphic Designer (*National Position*)****Level (ICS-8)****Jerusalem/OCHA oPt**

Contract: Fixed Term Contract, ICS-8 (NOA)
Duty Station: Jerusalem
Duration: One year with possibility of extension
Starting Date: As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance.

In order to meet the requirements for coordination support, humanitarian advocacy and information, the OCHA Office in the occupied Palestinian territory is improving its 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.

This position is located in the Office for the Coordination of Humanitarian Affairs (OCHA), Information Management Unit (IMU), in Jerusalem. The Graphic designer reports to the Head of Information Management Unit and under the guidance of Deputy Head of Office and Head of Office.

The incumbent will be responsible for the following duties:

1. Maintain and strengthen OCHA oPt branding
2. Design and layout of information products including routine public reports
3. Development of presentations, web interface and interactive products
4. Provide innovative graphic design services to the humanitarian community and promote OCHA's information systems
5. Support the office in mapping projects; with special focus in producing thematic and situation maps
6. Provide Information and Communication Technology Support

1. Maintain and strengthen OCHA oPt branding, reports, focusing on achievement of the following results:

- Safeguard and ensure that all publications, reports and products are produced in line with the graphic guidelines provided by OCHA globally;
- Maintain and further develop the graphic guidelines, in line with overall OCHA directives;
- Implement the graphic guidelines in all OCHA oPt products;
- Deliver creative and innovative ideas for print, web and interactive presentations/briefings to convey humanitarian messages in a simple and comprehensible manner;
- Understands, keeps current with and applies data visualization techniques and strategies for data in all media.

2. Design and layout of information products including routine public reports, focusing on achievement of the following results:

- Support and lead the design process of reports and presentations for printing, electronic distribution and live delivery;
- Layout 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 to use those templates among the team;
- Improve and edit art-works, photos, charts and other graphic elements;
- Assist in establishing and be responsible for maintaining the photo archive.

3. Develop presentations, web interface and interactive products

- Layout and design presentations;

- Create animations in PowerPoint, Prezi and/or Flash for illustrative purposes such as animation of maps to support OCHA in presenting humanitarian briefings to the international community;
- Deliver creative graphic and technical solutions to be used by the media;

4. Provide innovative graphic design services to the humanitarian community and promote OCHA's information systems

- Create compelling graphics for OCHA web, social media campaigns/platforms and print materials by integrating wide range of media, including photography and computer 3D designs in OCHA products;
- Collaborate closely with Advocacy Working Group through the Head of Advocacy and Communication Section to ensure a consistent messaging through high quality product reflecting OCHA's identity;
- Provide graphic design services to the humanitarian community and support the office in developing the capacity of Clusters in the domain of graphic design.
- Edit raw video footage and add effects/elements to enhance motion graphics, producing subtitles for different languages in coordination with the Advocacy and Communication Section;
- Develop web interface for OCHA operational databases and other interactive products in close collaboration with the Web Developer and Database Developer;
- 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.

5. Support the office in mapping projects; with special focus in producing thematic and situation maps

- Enhance Geographic Information System produced maps by adding refined charts/graphics, and render print-friendly color sets;
- Support the office in producing maps in the absence of the mapping officer and when required.

6. Provide Information and Communication Technology Support

- Assist in daily hardware, software and troubleshooting IT problems in the absence of the IT Associate;
- Support the office in establishing and troubleshoot telecommunication and videoconferencing problems.
- Recommend hardware/software to the Head of Information Management Unit and provide input to budget planning;
- Develop external printout specifications and follow up with print shops to insure that the delivered material meets OCHA's standards.
- Any other duties as may be requested by the Head of Information Management Unit.

Corporate Competencies:

Demonstrates integrity by modeling the UN's values and ethical standards.

Advocates and promotes the vision, mission, and strategic goals of OCHA.

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Treats all people fairly without favoritism.

Functional Competencies:

- 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).
- 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.
- Teamwork – Works collaboratively with colleagues to achieve organisational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.
- 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.
- 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.
- 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.
- 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.

- Commitment to Continuous Learning – Demonstrated history of keeping abreast of new developments in the field plus a commitment to continuous learning.
- 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

Education:

Advanced university degree (Master's degree) in Graphic Design, Media and Communication, Fine Arts, Information Science, Information Systems or related field with 2 years of relevant experience; OR

A first-level university degree in Graphic Design, Media and Communication, Fine Arts, Information Science, Information Systems or related field with 4 years of progressively responsible experience in working with communication media, and specific experience in Graphic Design is required at the national or international level.

Experience:

Experience in graphic design, mapping and cartographic principles and infographics. Proficiency in Adobe Illustrator, Photoshop, InDesign and ESRI ArcMap is required. Experience using web programming languages (HTML, HTML5, CSS, JavaScript, JQuery and D3) is desirable.

Show a clear and mature style of design with an understanding to implement in an official UN setting.

Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management;

Good understanding of new and evolving technologies and digital platforms;

Knowledge of standard software packages (MS Office– MS Access–MS Visio –Adobe Acrobat);

Language requirements:

Fluency in the UN & National language of the duty station.

CLOSING DATE FOR APPLICATIONS: 28 November 2017

Applications received after this date will not be considered.

Women are encouraged to apply