

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

Vacancy Announcement No. UNHCR/VN/ 2017/53

Internal/External Circulation

Position Title: Senior Reporting Associate (Graphic Design)	Position Level: GL7	Date Issued: 17/09/2017
Position No.: 10027505	Report To: Reporting Officer	Closing Date: 27/09/2017
Section/ Unit: Reporting	Duty Stations: Damascus	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Duties and Responsibilities:

- Take due account of visual identity, design, create and execute all products requested (key reports and appeals, brochures, reports, leaflets) including graphic elements (maps, photos, tables, graphs, illustrations) using professional design software.
- Apply graphic arts communication and production methods as required by the assignment.
- Advise on and monitor design production that takes place in the wider organisation providing production tools such as schedule, road map and templates.
- Maintain design guidelines, standards and procedures in line with UNHCR brand guidelines.
- Participate in working groups and committees relating design as required.
- Manage the complete production line from the TORs up to the delivery including the cost analysis, the coordination with the requesting units and budget administrator concerning the contracts, the liaison with the suppliers, the quality control of the goods delivered and the invoices control.
- Maintain equipment and ensure archiving of both paper and digital products.
- Any other duties requested by supervisor.

Qualification Required

Education and Skills:

- Education: Completion of secondary education with certificate/training in Graphic Design, Fine Arts in particular in layout production.
- Strong design portfolio across a variety of projects and devices demonstrating communication skills.
- Knowledge of the production processes, the printing market and the cost production.
- Knowledge of the specific typographic rules in English and Arabic.
- Strong demonstrable skills in professional Design software such as Adobe InDesign (layout), Photoshop (image), Illustrator (illustration) and video editing programmes.
- Demonstrable experience in designing and developing assets for international organisations.
- Strong understanding of the development of Visual identity.

Experience:

- Minimum 11 years of experience in areas relevant to the duties outlined - in particular creative production for printing.

Languages:

- Fluency in English and Arabic.

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Working knowledge of the standard software (Word, Excel, PowerPoint and Publisher).
- Knowledge on the creation of e-book formats for digital readership.
- Experience in the production of concrete artwork (drawing, painting, photo, etc.).

For Syrian or Syrian Palestinian only

Please apply in writing (P.11, CV and application/motivation letter), indicating vacancy announcement number, position title and preferred location to:

Attention Vacancy No: UNHCR/VN/2017/53, Senior Reporting Associate (Graphic Design), Damascus

Applications: must be submitted by e-mail to the address indicated below:

Human Resources <SYRDAHUMANRES@unhcr.org> No hard copies (paper applications) will be accepted.

Applications must be submitted with reference to the Title, vacancy announcement number and Position number to be mentioned clearly in the subject of application's e-mails.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competition, and will be invited for a written test and an interview.

Personal history (P.11 form) is attached or can be down loaded from:

<http://www.unhcr.org/recruit/p11new.doc>

P.11 form is mandatory and should be SIGNED by applicant.

Distribution:

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