TERMS OF REFERENCE

POSITION TITLE
“Assistant Graphic Designer” – Internship

DUTY STATION
IOM Headquarters, Geneva

DEPARTMENT
Media and Communication Division

DURATION OF ASSIGNMENT
Six months – Full-time

BACKGROUND INFORMATION

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

The Media and Communication Division (MCD) of IOM is comprised of experienced communications professionals based in Geneva but also in Washington, Bangkok and Manila. The team provides advice and support on media and public information issues to IOM Headquarters and missions worldwide. It is responsible for media relations as well as producing a variety of other public information materials, including official statements to mark special events, information folders, fact sheets and press briefing notes on specific IOM activities.

DUTIES AND RESPONSIBILITIES

Under the guidance and supervision of the Brand and Graphic Designer, the Associate will focus on supporting communications across the Organization in collaboration with the team members and the overall direction of the Head of the Media and Communication Division. The candidate will perform a variety of tasks, subject to the team’s workload and priorities at the time.

The candidate will take part in creating and implementing the base material component of IOM visibility as the Organization is currently reviewing and redesigning its visual identity, brand guidelines and website.

The incumbent will have the following duties and responsibilities:

1. Produce quality visibility material for the Division;
2. Produce graphs, charts, illustrative maps, diagrams, icons, and graphics aligned with visual identity charts and elements;
3. Layout reports, info sheets and other publication materials;
4. Assist in design and implementation of templates such as brochures, event materials, info sheets, presentations and situation reports and convert them to other publishing software (Publisher, Word);
5. Contribute to web and social media content development, internally and externally;
7. Assist in developing web design mock-ups for internal and external platforms;
8. Prepare templates for videos of IOM events and activities for social media, as well as assisting in the edition of the videos themselves when necessary.
8. Prepare “ready for production” files in line with print and web best practices;
9. Perform other duties as may be required.

QUALIFICATIONS AND EXPERIENCE

• University degree or specialized college diploma (MPA) in graphic design;
• Excellent knowledge of Adobe Creative software (Illustrator, Indesign and Photoshop);
• Experience using video editing software, specifically Final Cut Pro and Premiere Pro.
• Proficiency in MS Office Publisher, Word, Excel and PowerPoint;
• Excellent knowledge of English and French required, both written and spoken.

COMPETENCIES

The successful candidate will demonstrate the following core behavioural IOM competencies:

• Knowledge of the Organization’s rules and regulations as they pertain to the incumbent's area of responsibility;
• Good interpersonal skills. Work effectively and harmoniously with colleagues and counterparts from diverse cultures and professional backgrounds;
• Ability to speak and write clearly and effectively;
• Use time efficiently to prioritize assignments, allocate sufficient time to complete work and meet deadlines. Ability to work on several projects at once in an efficient and timely manner;
• Creativity and initiative as well as willingness to learn new skills;
• Excellent computer skills. Able to work with both Windows and OSx operating systems;
• Basic knowledge of HTML and motion graphics an asset;
• Knowledge of public information products software an asset;
• Ability to interact honestly and openly with staff so as to be respected by peers, clients and staff.

The deadline for submissions is 22 December 2017. Assignment start date TBD.

Please send your CV and portfolio by email to cmendes@iom.int mentioning “Assistant Graphic Designer” internship in the subject line. Candidates without a portfolio will not be considered. Only short-listed candidates will be contacted.