



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**GENERIC JOB DESCRIPTION**  
**Internal/External Vacancy Announcement**

### **I. Position Information**

- **Job Code Title:** Graphic Design Associate
- **Agency** UNOCHA
- **Grade :** GS-7
- **Duration of Appointment** One year
- **Duty Station** xxx
- **Closing date for Application** xxx
- **Date of Duty** xxx

### **II. Background**

The mission of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to i) alleviate human suffering and disasters in emergencies; ii) advocate for the rights of people in need; iii) promote preparedness and prevention; and iv) facilitate sustainable solutions.

As part of its operations, OCHA **name of country** produces and delivers a number of information products and services including data coordination, databases and info graphics which inform the humanitarian community in their response to the humanitarian situation in the country.

OCHA is seeking a Graphic Design Associate on a one year period to assist in the production and delivery of Information products and services. She/He will be part of the Information Management Unit (IMU) working in close relationship with other functional units.

### **III. Duties and Responsibilities**

Under the technical supervision of the Head of the IMU, and overall direction of the Head of Office, the Graphic Design Associate will be responsible for the following duties :

- Produce high quality Infographics
- Develop standard Information Products with enhanced visual aids
- Design outputs in line with OCHA global standards
- Closely work with web colleague and contribute in content development
- Support map design
- Prepare graphs and charts required for reports
- Design joint Government-Humanitarian Partners products/reports
- Willingness to be flexible
- Work closely with clients to identify their needs and advise on the information products and services the IMU can offer to enhance their work
- Any other duties as may be requested by the OCHA Office

## IV. UN Competencies

### **Professionalism**

Knowledge of the use of information management in humanitarian response; ability to analyze and 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 and training (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 organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.

### **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 bases 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 clients.

### **Creativity**

Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas; thinks "outside the box". Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches

### **Technological 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

## V. Qualifications/ Experience

Education:	<ul style="list-style-type: none"><li>• Secondary education is required, university degree in Graphic Design or related field is desirable but not a requirement.</li></ul>
Experience:	<ul style="list-style-type: none"><li>• UN, NGO or financial institution experience</li><li>• 7 years of progressively responsible experience in Graphic Design is required</li><li>• Excellent inter-personal and communication skills;</li><li>• Excellent knowledge of Graphic Software (including adobe family)</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in English and language of the duty station is required</li></ul>