Open to Internal and External Candidates

Position Title: Document and Graphic Designer (on call basis)
Duty Station: Homebased
Type of Appointment: Consultancy Contract
Estimated Start Date: As soon as possible
Closing Date: 26 June 2022

Established in 1951, IOM is the leading intergovernmental 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.

Context:

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand is covering 40 countries across the Asia and Pacific Region. The key responsibility of the ROAP is to formulate regional strategies and plans of action and to provide programmatic and administrative support to the countries within its Region.

Under the different initiatives, the ROAP units produce different types of reports and publications which are published as when required and disseminated to the different stakeholders.

Under the direct supervisor of ROAP MCU unit the consultant will be responsible for the following tasks:

Core Functions / Responsibilities:

1. Deliver creative and innovative ideas for print, web and interactive creative content products according to IOM’s established standards and guidelines;
2. Transform text-based communications materials into appealing visual graphic design materials such as infographic, brochures, backdrop etc in line with IOM branding guidelines;
3. Develop designs for communication materials based on assignment brief;
4. Provide recommendations on the best and most relevant visual design style and materials suitable for the target audience;
5. Liaise with and report to IOM staff regarding any visual design work;
6. Improve and edit artworks, photos, charts and other graphic elements;
7. Support the creation and maintenance an accessible library of reusable packages/materials for use by missions and projects.
8. Support in developing concepts for ROAP landing pages and microsites for upcoming campaigns: including designing responsive interfaces, navigation paths, creative assets, info graphics, and audio-visual materials.
Perform such other duties as may be assigned.
Deliverables and timelines:

- All design files, photos and supporting files used in the designing process and a final PDF version or other desired formats will be delivered.
- The final deliverables should be submitted electronically to IOM focal person mentioned in the initial request.
- The assignment must be completed as per mutually agreed date.

Performance Indicators for the Evaluation of Results:

- The final version of the report must adhere to IOM Style Manual and IOM Spelling Guideline.
- Regular update of status of the work to IOM project team/assigned focal person.

Required Qualifications and Experience

Education

- Bachelor's Degree in graphic design or any other related qualifications including art and design.

Experience

- At least 5 years of work experience in graphic design.
- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, Canva or similar.
- At least 3 examples of previous works should be demonstrated.
- Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management.
- Previous experience in working in the UN system is an asset.
- Strong organizational and time management skills.
- Good interpersonal skills. Work effectively and harmoniously with colleagues and counterparts from diverse cultures and professional backgrounds.
- Team work oriented but with a capacity to work independently.
- Excellent writing and communication skills.
- Computer literate.

Skills

- Strong multi-task prioritization, organizational, coordination and time management skills.
- Ability to work in a multi-cultural environment and respect diversity.
- Teamwork oriented but with a capacity to work independently.
- Confident writing and communication skills.
- Confident user of online communication platforms such as MS Teams, Zoom, CISCO WebEX.
- Personal commitment, efficiency, and flexibility. Strong interest in the issue of migration.
- Solid understanding of the norms of professional ethics.

Languages

Fluency in English language is required.
**How to apply:**

Interested candidates are invited to submit their applications via e-mail to ROBangkokHR@iom.int. Please include the reference code: ROBKK-CFA 22-052 followed by your full name in the subject line.

**Applications should include:**

- Cover letter
- Curriculum vitae
- Duly completed IOM Personal History Form (can be downloaded from here or https://roasiapacific.iom.int/careers)
- Samples of previous work similar to this consultancy
- Consultant Daily Rate

**Other**

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.
- Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.