



Ref. No.: _____

TEMPORARY VACANCY ANNOUNCEMENT

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|--|--------------------------------|
| P-3 | Graphic Artist/Designer |
| TVA Grade Level | Functional Title |
| OCHA/CISB | |
| Department/Office/Division | |
| Public Information | |
| Occupational Group (See list on last page) | |
| P-2/P-3 | 25 August, 2009 |
| Open to | Deadline |
| (Current Grade of Applicant) | (DD/MM/YYYY) |

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|------------------|---------------------------------------|------------------------------|---|
| Service/Section: | Communication Services Section | Estimated Start Date: | 01/10/2009 |
| Duty Station: | New York | Possibility of Extension? | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| Duration: | 3 months | Open to External Candidates? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

DUTIES AND RESPONSIBILITIES

This post is located in the Visual Media Unit of the Communications Services Section (CSS), Communications and Information Services Branch (CISB), Office for the Coordination of Humanitarian Affairs, New York. The Graphic Artist /Designer will work under the direct supervision of the Chief, Communications Services Section, and will report directly to the Public Information Officer in the Visual Media Unit.

Within the limits of delegated authority, the Graphic Artist/Designer will be responsible for the following:

- Responding to needs of all areas of OCHA within developed design restrictions.
- Creating solutions to complex problems using visual media.
- Developing key relationships and instilling feeling of dependability.

COMPETENCIES

Professionalism – Advanced knowledge of the use of information management to improve the delivery of humanitarian assistance; ability to analyze and articulate the information management requirements of complex situations requiring a coordinated UN response; 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 and human misery); very good knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and sound knowledge of the institutions of the UN system; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communications – Excellent communication (spoken and written) skills, including the ability to convey complex concepts and recommendations to staff at senior levels, both oral and in writing, in a clear, concise style.

Planning & Organizing – Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities.

Technology Awareness – Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, Internet, etc.

Teamwork – Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

For Managerial Positions:

QUALIFICATIONS

Experience: Minimum of five (5) years of progressively responsible experience in design. A clear visual aesthetic, excellent organizational skills, conceptual design and creative thinking. Knowledge of cartography, illustration, information design, typography, filmmaking and photography an asset. Mastery of related software including; Adobe Photoshop, InDesign, Illustrator, Flash, Final Cut, Keynote, Microsoft Power Point, Word and Excel.

Education: Advanced university degree (Master's or equivalent) in Art, Visual Design, Media, Information Management, Social Sciences, or Humanities. A first level university degree with a combination of relevant academic qualifications and extensive professional experience in visual design samples, may be accepted in lieu of an advanced university degree.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (written and spoken) is required. Knowledge of a second official United Nations language is desirable.

Other Skills: Flexibility to work within existing designs and creatively adapt them for new purposes.

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- ☒ **Cover Letter**
☒ **PHP**
☐ **Signed PAS** **Periods:**
☐ **Others:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Paolo Palmero Email Address: palmero@un.org

Copy (cc): Cristina Gomez Email Address: gomez3@un.org

Please choose from this list of Occupational groups:

| | |
|------------------------------------|-----------------------------------|
| Administration | Jurists |
| Civil Affairs | Legal Affairs |
| Civilian Police | Logistics |
| Conference Services | Management and Programme Analysis |
| Drug Control and Crime Prevention | Medical |
| Economic Affairs | Ombudsman |
| Electoral Affairs | Political Affairs |
| Engineering | Procurement |
| Finance | Programme Management |
| Human Resources | Public Information |
| Human Rights | Science and Technology |
| Humanitarian Affairs | Security |
| Information Management | Social Affairs |
| Information Systems and Technology | Social Sciences |
| Internship | Statistics |

Note:

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.