



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Graphic and Web Designer Contractor

UNHCR Innovation Service

UNHCR, the UN Refugee Agency, is offering a graphic and web design full time contractor ancy position within the UNHCR Innovation Service

The contractor will be with the Strategic Communications Section of the UNHCR Innovation Service and serves other departments within the Service which include Digital Inclusion, Data Innovation, Environment and Resilience and the Innovation Learning sections. This is an exciting and unique opportunity to gain experience in not-for-profit branding as well as experience working within the UN system.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 130 countries, using our expertise to protect and care for millions.

Title: Graphic and Web Designer

Duty Station: Home based

Duration: 18 July 2022 - 31 December 2022

Contract Type: Individual Contractor

Closing date: 4 July 2022

Start date: 18 July 2022

Organizational context

In an era where crises are becoming more frequent and complex, it is innovation that will make us effective and enable us to achieve our strategic directions — to “Protect, Respond, Include, Empower and Solve”. As such UNHCR’s Innovation Service was established in 2012 to facilitate and promote a culture of innovation across all levels in UNHCR. The

Service creates enabling and safe spaces for experimentation to flourish within UNHCR by equipping headquarters, operations and staff with the knowledge, resources and skills to ensure that we increasingly draw on structured innovation to solve the most pressing challenges, whilst instilling a future-oriented approach into how we solve problems and create impact for refugee communities. These spaces are created and aligned to the Global Compact on Refugees in order to enhance self-reliance and humanitarian protection. The Service does this through programmes and partnerships in innovation within five areas of focus that include Environment and Resilience, Data Innovation, Digital Inclusion, Innovation learning and Refugee Led Innovation.

For the successful delivery of the Innovation Service's initiatives and programmes, inspiring and effective communication is vital. As a communications function within the Service, we strive for compelling storytelling, making deep connections with our audiences and creating space for experimentation in our communications work - walking the walk on innovation. Our work is not limited to traditional representations of humanitarian activities, but extends to expressive and imaginative interpretations of UNHCR's mandate and the innovation vision.

The position

We are therefore looking for a creative and skilled individual with a passion to further innovation in UNHCR's work with people who have experienced forced displacement, through their design skills. We expect you to have strong graphic and web design knowledge and skills, and an ability to contribute new design concepts and communication products in order to generate interest in innovation and the Service's programmes. The incumbent should also be a proactive team player with a strong interest in not-for-profit work and forced displacement issues.

You will work closely with members of the Strategic Communication team and other team members within the Service's five programs, while contributing ideas to help in the protection of people who have experienced forced displacement with an innovative eye.

Duties and responsibilities

1. **Design of reports (print and online):** Under the five programmes of the Innovation Service, a number of reports are produced that convey relevant insights to a range of external and internal audiences. You will build out these reports based on existing report templates - where available and needed - and through creative design thinking, to enhance the delivery of the content;
2. **Design of infographics:** You will have the ability to interpret complex information and create unique infographics in an attractive and digestible manner;
3. **Presentation Designs:** As part of the Innovation Service's engagement with UNHCR operations and stakeholders, presentations play a key role in summarizing and visually engaging our webinar participant in driving innovation. You will be tasked with adding a creative design edge to team presentations.
4. **Creative design:** We will require you to bring a systematic design approach to each communication product you develop, and determine modes to make each stand out while fitting broadly into existing UNHCR brand guidelines, the strategy of the Service and the Service's Strategic Communications and Design team;
5. **Web design:** You will be expected to work with the Strategic Communications and Design team to support the Service in enhancing their web presence, developing rich and engaging visual content for the web and creating new interactive features, delivered through the Innovation Service website and other web portals as applicable;
6. **Accountability:** You will be expected to provide updates and feedback to the Service's teams about the progress of projects and any issues that may arise, offering viable solutions in collaboration with the team;
7. Knowledge and experience in WordPress and Drupal web platforms.

Essential minimum qualifications and professional experience required

The ideal candidate should demonstrate

- Professional experience in a design consultancy, agency, or equivalent position;

- Experience with the Adobe Creative Suite, including InDesign, Illustrator and Photoshop, as well as Figma, and Google Suite (Docs, Slides, Sheets);
- Experience working with diverse and multidisciplinary team;
- Experience working on digital visual for websites and presentations;
- Experience designing publications for print and digital sharing;
- Experience in website content management;
- Creative visual storytelling to support content on print and digital media.

Location

The successful candidate will work from home and is expected to meet with the Service's team members on project basis, via online video team meetings.

Conditions

The contract is for a period of six months starting July 2022. It is a full-time role and thus you will be expected to be readily available and on call during our working hours from 9am to 5:00pm Monday to Friday (40 hours per week). Please note that the terms of the contractor as defined by UNHCR practice preclude payment of any kind.

To apply

Interested applicants who meet the above qualifications should submit their letter of motivation, Personal History Form and a portfolio of work to hqconref@unhcr.org not later than **4th of July 2022**.

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).