

**United Nations High Commissioner for Refugees (UNHCR)
Representation in Thailand**

**Fundraiser
(Graphic Design Support)**

Location	Bangkok, Thailand	Date of Issue	17 February 2023
Effective date of assignment	As soon as possible	Closing Date	3 March 2023

Availability of the Post: As soon as possible

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern (POC).

Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources from the private sector for refugees and POC. UNHCR has developed a Private Sector Fundraising Strategy focusing on both Individual Giving and Private Philanthropy, identifying priority fundraising markets and regions.

Fundraiser (Team Assistant- Graphic Design) is responsible for assisting the concerned supervisor and In House fundraising and Individual Giving teams to develop graphic design materials to support the teams to acquire about 11,000 recurring donors within budget given so that the programmes achieve the goal in generating sustainable income for UNHCR Thailand Multi-Country Office.

Scope of Assignments

The main objective of this LICA is to assist in creating graphic design to promote and support In House fundraising and Individual Giving programmes. The following is a list of responsibilities for this LICA:

- Deliver creative and innovative ideas of text-based communications materials of the in-house fundraising and Individual Giving teams such as recruitment ads, UNHCR information, fundraising scripts, fundraising campaign package and etc into appealing visual graphic design materials.
- Assist teams in developing and editing artworks, photos, videos and other graphic elements communication assets that engage with various types of audiences in different platforms for example, social media, print, web and interactive according to communication plans and activities.
- Work closely with Digital Content Coordinator to produce and edit photo, video, and audio assets for UNHCR Thailand's website, and social media such as Facebook, YouTube, Instagram, Tik Tok, and podcasts to support fund and awareness raising activities.
- Support in developing interactive contents from concepting and creating storyboards, video filming, audio recording, and editing including subtitle embedding.

- Ensure the design adheres to UNHCR style, guidelines, and brand book; specifically, regarding the font, color, and correct use of the UNHCR logo.
- Perform other duties as required.

Copyright

- The copyright of artwork and assets will belong to UNHCR.

Monitoring and Progress Controls

- The individual contractor will work in UNHCR, PSP's office under the direct supervision of Associate PSP Officer. The contractor is required to develop graphic design materials; videos and/or graphics with a minimum of 5 pieces per week or completely perform other duties as required.

Qualifications and Experiences Requirements

- Diploma or degree in communication, marketing, graphic design, or related fields
- No work experience required
- Experience in using Adobe Creative Apps- Illustrator, Premiere, Photoshop, and InDesign including Microsoft Office.
- Familiar with the best practices of graphics design and other digital content formats on different social media platforms.
- Ability to work in a fast-paced working environment, flexible, and able to adapt quickly in an emergency or to new issues, topics, and approaches.
- Interest in global situations especially in refugees and displacement crisis

Submission of Applications:

Please submit your Portfolio ,Curriculum Vitae and clearly stating the position title, vacancy notice number and your Last Name in the subject line to: boonyath@unhcr.org by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.