

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 17 April 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT – World Urban Campaign, Advocacy, Outreach & Communications Branch
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultant (Graphic Arts Assistant)
GRADE:	GS-6
POST DURATION	One year
CLOSING DATE:	29 April 2014

The World Urban Campaign (WUC) is a global coalition of public, private and civil society partners seeking to raise the urban agenda to a new level. Coordinated by UN-Habitat, but owned and driven by a long list of committed partners, the WUC provides the necessary environment for collaboration. The WUC seeks to raise global awareness of sustainable urbanization and to facilitate more coherent strategies and actions by development partners working at the national and local levels. The project objective is to engage a wide range of partners in a common platform to advocate on the positive role of cities in development and to elevate the urban agenda. To date more than 70 Sponsors, Lead and Associate partners are engaged in the WUC.

A wide range of communication activities are organized by UN-Habitat and its partners that require a strong branding that unifies all World Urban Campaign and ‘I’m a City Changer’ activities. Also, the WUC is meant to engage in a number of UN-Habitat events where the Campaign will be branded throughout (exhibition, events, web presence, merchandising).

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the World Urban Campaign (WUC) Project Leader, and in close consultation with the AOC Production teams, the incumbent will be responsible for the following functions:

On the basis of the above, the incumbent is required to design a specific World Urban Campaign and ‘I’m a City Changer’ brand that will be incorporated in the design of all communications activities.

1. Continuously develop the design of the World Urban Campaign and I’m a City Changer brand in line with agreed UN-HABITAT visual identity guidelines;
2. Independently undertake design assignments, including high priority requests, for a variety of tasks for the World Urban Campaign (e.g. major conferences, observances, events, etc.);
3. Conceptualize and develop design proposals for review by World Urban Campaign (WUC) partners, which may include photographic, illustrative or more abstract graphic solutions.
4. Prepare all approved designs in electronic format for final review and printing; review color and print proofs as required.

5. Provide guidance and support throughout the WUC production process; coordinate and follow-up with WUC partners and other relevant parties (e.g. copy and proofreaders, production staff, etc.) and ensure that production is on schedule.
6. Prepare toolkits for National and City level campaigns that include guides and brochures, for country and city level communication activities of the agency.
7. Prepare country and city logos, banners and merchandising for country and city level communication activities.
8. Prepare thematic toolkits for UN-Habitat programme engaged in campaign activities under the umbrella of the World Urban Campaign and 'I'm a City Changer'.
9. Prepare thematic logos, banners and merchandising for UN-Habitat programme engaged in campaign activities under the umbrella of the World Urban Campaign and 'I'm a City Changer'.
10. Support web designers of AOC Production team by providing branding elements for the World Urban Campaign and I'm a City Changer websites and associated social media.
11. Support the video producer with branding services for the production of WUC videos.
12. Any other related duties as assigned by the Project Leader.

COMPETENCIES

- **Professionalism:** Sound knowledge in planning, coordination and implementation as well as excellent technical skills in design and layout; ability to respond to changing requirements and exercise good judgment in the context of assignments; shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decisions; shares credit or accepts joint responsibility for team accomplishments and failures
- **Creativity:** Actively seeks to improve services; offers new and different options and provides new ideas; takes calculated risks on new and unusual ideas; thinks 'outside' the box and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Planning and Organizing:** Proven ability to plan work with achievement of time bound delivery of outputs.

Work Experience:

- Minimum of seven years of experience as a graphic designer in interactive, agency creative, and graphic design;
- Experience in publication design and corporate identity;
- Fluency in current graphic design practices and web production software, such as Adobe Photoshop, Adobe Illustrator, Adobe After Effects;
- Good design style, including creative design solutions within the constraints of the Internet;
- Understanding of client deliverables and experience in corporate branding, layout, colour theory and typography in both print and digital media;
- Ability to effectively manage multiple projects/tasks of varying complexities, meet deadlines and work well under pressure;
- Ability to work independently;
- Good organization and communication skills.
- Experience in pre-press production, lithography and knowledge of digital/multi-channel publishing software advantageous.

QUALIFICATIONS

Education:

- Post-secondary training in graphic or industrial design or equivalent.
- Excellent command of Adobe Creative Suite (Photoshop, InDesign and Illustrator), Acrobat.
- Portfolio of professional design work is a requirement.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Working knowledge of other UN official languages is an asset.

Remuneration Payments will be based on deliverables over the consultancy period. There are set remuneration rates. The rate is determined by functions performed and experience of the individual contractor. The fees will be paid as per agreement.

See UN website http://www.un.org/Depts/OHRM/salaries_allowances/index.html

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.
- Please be advised that applicants for consultancies must be part of the Inspira e-Roster in order for their application to be considered. You can reach the e-Roster through the following address: inspira.un.org

All applications should be submitted to:

Ms. Christine

UN-Habitat

P.O. Box 30030

Nairobi, Kenya

Email: christine.auclair@unhabitat.org

Deadline for applications: 29 April 2014

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org