Bonn, Germany

VACANCY ANNOUNCEMENT

Visual Communication Associate
(Personnel Service Agreement - PSA)

Organizational Unit: United Nations University - Vice-Rectorate in Europe (UNU-ViE)
Reference Number: 2015/UNU/ViE/PSA/VCA/19
Applications to: hrbonn@vie.unu.edu
Closing Date: 29 March 2015

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information, please visit http://unu.edu.

The United Nations University Vice-Rectorate in Europe (UNU-ViE):

UNU-ViE concentrates on relationships between advancing science and technology for human security. In addition to its scientific core mandate, it administers the central units providing service to five UNU entities in Bonn (http://www.bonn.unu.edu/). The central administration units include Finance, Human Resources, Information Communication Technology, Communication Services, Procurement and General Administration. These units also assist with the administration of new UNU initiatives in Europe and Africa. For more information on the organization, please visit the following websites: www.vie.unu.edu

United Nations University-Institute for Environment and Human Security (UNU-EHS):

UNU-EHS, established in December 2003, is part of the UNU system, a worldwide network of Research and Training Institutes. Its mission is to advance human security through knowledge-based approaches to reducing vulnerability and environmental risks. For more information, please visit www.ehs.unu.edu.

The Communications Unit:

This Unit provides strategic communication services for all UNU entities based in Bonn with an overall priority on UNU Institute for Environment and Human Security (UNU-EHS). This includes press and media work, public outreach drafting articles, newsletters and flyers, handling of publication production, as well as website and social media development and management.
Responsibilities:

Under the authority of the Vice Rector in Europe and the supervision of the Head of the Communications Unit, the appointee will be solely responsible for the implementation of all UNU-EHS design work and will work as an important part of the communication team. The appointee will have excellent creative problem-solving skills, and experience in leading projects from conception to delivery. The main tasks include:

Branding & Visual Identity
- To ensure that all branded products meet quality, consistency and corporate branding guidelines;
- Provide strategic advice on branding and identity opportunities as they arise;
- Contribute to the evolution of the brand and visual identity;
- Lead the creative development, design and execution of a large variety of print products (e.g. flyers, pull-up banners, posters, fact sheets) and branded materials (e.g. T-shirts, pens, bookmarks).

Editorial Design
- Develop and maintain production templates for serial and one-off publications;
- Layout and typeset publications ranging from 20 to 150 pages;
- Develop charts, tables and figures;
- Choose appropriate images for the publications in consultation with authors.

Digital Design
- Collaborate with experts in developing impactful and memorable visuals for social media channels and website, (e.g. electronic banners and infographics);
- Create templates for newsletters, press releases, media advisories and other electronic communication products;
- Maintain the institute’s online photography database.

Project Management
- Interpret the needs of the academic sections through strategy and conceptual development to communicate messages with high visual impact;
- Establish and manage a detailed production schedule and ensure all products are delivered on deadline;
- Provide detailed cost estimates for printed products and overview on most cost effective options;
- Liaise with procurement department on preparing orders and assessing bids;
- In coordination with the procurement department identify new vendors as needed and manage relationships with existing vendors, especially printing companies;
- Provide print specifications and print-ready files to vendor, evaluate and sign-off on print proofs;
- Conduct quality control on all printed products.
- Any other duties as may be assigned or required

Required Qualifications and Experience:
- Bachelor degree or equivalent in one of the following or related fields: Graphic Design, Communication Design, Design Management, Media Design or Visual Communication;
- A minimum of two (2) years of progressively responsible experience as a graphic designer in agency or in-house position;
- A portfolio demonstrating a proven track record of creating high quality graphic design products;
- Knowledge and experience in lay-outing, typesetting, corporate brand management and development of information graphics;
- Professional knowledge of the Adobe Creative Cloud suite of applications;
- Knowledge of Vertical Response/Mailchimp or similar mass mailing tool an asset;
- Knowledge of HTML is an asset;
• Demonstrated ability to professionally interact with and assist clients from initial stages of project through project completion;
• Strong experience in project management, incl. Excellent time management, forward planning, and prioritization skills, with the ability to work under pressure and meet tight deadlines;
• Ability to work effectively as part of a communication team;
• Fluency in oral and written English as the working language of UNU, advanced German required for liaising with national vendors; Knowledge of another UN language would be considered an asset.

Remuneration:

Remuneration will be commensurate with qualifications and experience.

Duration of Contract:

This is a full-time employment on a one year Personnel Service Agreement (PSA) contract with the possibility of renewal subject to requirements and satisfactory work performance, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor is he/she a “staff member” as defined in the United Nations Staff Rules and Regulations.

Applications from suitably qualified women candidates are particularly encouraged.

Starting Date:

1 June 2015

Application Procedure:

Interested applicants should submit their applications by e-mail (to hrbonn@vie.unu.edu), and must include the following:

• a cover letter setting out how the qualifications and experience match the requirements of the position;
• a curriculum vitae and a completed and signed UNU Personal History (P.11) form downloadable from the UNU website. Please avoid using similar forms provided by other United Nations organizations;
• an electronic design portfolio (website link included in cover letter or PDFs attached to email)
• an indication of the reference number of the vacancy announcement (2015/UNU/ViE/PSA/VCA/19)