



**UNITED NATIONS
UNIVERSITY**

LOCAL RECRUITMENT

Bonn, Germany

VACANCY ANNOUNCEMENT

Visual Designer (GS-5)

Organizational Unit : United Nations University - Vice-Rectorate in Europe (UNU-ViE)
Reference Number : 2019/UNU/ViE/FTA/VD/0059694
Applications to : hrbonn@vie.unu.edu
Closing Date : **10 July 2019**

About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. 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

Communication Unit

The unit provides strategic communication services for all UNU entities based in Bonn with an overall priority on the UNU Institute for Environment and Human Security (UNU-EHS).

Responsibilities

Under the overall authority of the Vice-Rector/Director EHS and the direct supervision of the Head of Communication Services (ViE), the successful candidate will be responsible for the following tasks:

Branding & Visual Identity

- Contribute to the evolution of the brand and visual identity, within the institute and UNU-wide;
- Collaborate with global communications staff through the sharing of ideas, experiences and assets;
- Developing digital and visual communications strategy for UNU-EHS and contribute to developing a global strategy in partnership with other UNU entities;
- Review and approve all branded products to ensure they meet quality, consistency and corporate branding guidelines;
- Provide strategic advice on branding and identity opportunities to senior management;
- 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 for print and digital;
- Develop charts, tables and figures based on complex scientific data;
- Chose appropriate images for the publications in consultation with authors;

Project print management

- Establish and manage a detailed production schedule and ensure all products are delivered on deadline;
- Identify external agencies and provide detailed cost estimates for design agencies 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 to 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.

Digital Design

- Collaborate with experts in developing impactful and engaging 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;
- Create interactive publication pdfs

User Experience Design

- Identifying user needs through different methods
- Human – Centered Design
- Expert Interviews
- Card Sorting
- Context Inquiry
- Developing User Personas
- User flows
- Design user journeys based on the needs and the limitations of the users and of the context of use
- Wireframes

Conduct usability testing's of digital publications using expert methods

- Paper prototype with authors and stakeholders
- User testing with prototypes paper and digital
- Observation and “Think loud out”
- Cognitive walkthrough

Project digital management

- Establish and manage a detailed schedule for digital publication content and design;
- Gather and validate organizational priorities and end-user requirements;
- Liaise and collaborate with authors, stakeholders and users on digital content to identify and meet users' needs;
- Test the designs with end users at different stages of the product development cycle and refine the interface based on the findings to minimize fixes and rework during development;
- Ensure that usability principles and UX best practices are followed and define specifications for user interface behaviors.

Photography and Videography

- Manage the UNU-EHS in-house photo database, which includes image selection, editing and assigning of photo captions and credits.
- Photoshoot in-house and external events, as well as all staff photos.
- Provide photography trainings to scientists as needed.
- Procure all of UNU-EHS and UNU-ViE photography and videography equipment and relevant software.
- Support on-camera media interviews by stage-setting (lighting, make-up, room set-up and location selection).
- Film in-house videos for social media channels, including all post-production (review, photo editing and scripting)

Required Qualifications and Experience:

- Preferably a Bachelor's degree or equivalent in one of the following or related fields: Media Design, Communication Design, Design Management, Graphic or Visual Communication;
- A minimum of five (5) years of professional experience as a graphic designer in agency or in-house position; preferably in an UN setting;
- Professionally trained in usability and user-experience;
- Professionally trained as a photographer or videographer;
- Experience in creating design for complex scientific topic considered a strong asset;
- High familiarity with agenda 2030 and the Sustainable Development Goals considered a strong asset;
- A portfolio demonstrating a proven track record of creating innovative and high quality graphic design products;
- Knowledge and experience in lay-outing, typesetting long-form publications up to 200 pages;
- Experience in corporate brand management and development;
- Professional knowledge of Adobe Creative Cloud Suite and proven track record in professional use of (Adobe InDesign, Photoshop, Illustrator and Premier);
- Experience working with a digital publishing platforms;
- Knowledge of Vertical Response/Mailchimp or similar mass mailing tool 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;
- Familiarity with UN procurement processes considered a strong asset;
- Ability to work effectively as part of a communication team;
- Ability to generate and implement creative and innovative design ideas;
- Fluency English and German

Applications from suitably qualified women candidates are particularly encouraged.

Remuneration

We offer a competitive net salary at GS-5 level of the General Service salary scale (for Bonn, Germany) of the United Nations Common System, plus benefits. For more information, please visit http://www.un.org/Depts/OHRM/salaries_allowances/salaries/germany.htm

Duration of Contract

This is a full-time employment. Initial appointment will be on a fixed-term appointment of one (1) year with the possibility of renewal and on a rolling fixed-term appointment basis, subject to satisfactory work performance. The mandatory age of retirement for new United Nations staff is 65 years.

This is a locally recruited post; no relocation allowances apply. UNU is committed to achieving workforce diversity in terms of gender, nationality and culture.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the University. Rector reserves the right to appoint the candidate to a level below that which is advertised.

Starting date

As soon as possible

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 completed and signed [UNU Personal History \(P.11\) form](#) downloadable from [UNU Bonn website](#). Please avoid using similar forms provided by other United Nations organizations;
- an indication of the reference number of the vacancy announcement (2019/UNU/ViE/FTA/VD/0059694)