

GRAPHIC DESIGNER

DUTIES

In the Conference and Publications Department, under the general supervision of the Head of the Publication Composition service, the incumbent performs the following tasks and duties:

1. Provide expert graphical guidance to authors of publication and promotional products and ensure that all material conforms to the Union's presentation policies.
2. Work to the brief agreed with the Sector clients, proposes, organizes and implements visual ideas and concepts, choosing the appropriate media and style. Develop design briefs by gathering information and data on the activities of the sector to clarify design issues.
3. Apply the latest graphic/design/interaction techniques to produce creative and innovative graphic design/artwork for use in the presentation of publications, promotional materials and exhibitions, for both online and offline use.
4. Perform research and stay abreast of current developments, continue the development of own portfolio and graphic style, apply this knowledge and style to ITU publications and design work.
5. Review final layouts of reports and publications as requested, suggest improvements as needed and liaise with reprography services to provide them with final electronic publishing files.
6. Create content and graphics for Sector Clients and ITU general website. Prepare promotional material (e.g. brochures, flyers, posters; electronic or otherwise) for the different sector clients.
7. Advise other members of the Team on developments in the application of desktop/online publishing and be ready to advise on innovative and cost-effective methods of graphic design generally.
8. Create, develop and implement visual branding for ITU in all its applications in collaboration with Strategic Planning and Membership and ITU communication teams.
9. Continually develop skills in the latest desk-top publishing, printing and graphic design techniques, as well as skills in online/interactive content creation.
10. Perform any other duty assigned by supervisor.

QUALIFICATIONS REQUIRED

1. University degree in design, communication or in a field related to the responsibilities of the post.
2. One year experience in graphic design, proven experience in creating brochures, publications, communication material and designing websites.
3. Excellent knowledge of one of the six official languages of the ITU (Arabic, Chinese, English, French, Russian, Spanish) and very good knowledge of one of the other languages. Knowledge of English or French is essential.

COMPETENCIES

4. Ability to work under extreme time constraints and to focus concurrently on multiple projects.
5. Ability to listen to comments and has a good eye for esthetic design, a flair for color, and a solid understanding of the needs of the particular ITU environment.
6. Excellent knowledge of Windows-based software applications and all software part of the Adobe design suite.
7. Five years of experience in the area of graphic design.