# Vacancy Announcement UNDP/PFF/04/07 - Graphic Designer

Last Updated Wednesday, 21 May 2008

Vacancy Announcement UNDP/PFF/04/07

Title: Graphic Designer

Deadline for Applications: 8 October 2007

Proposed contractual arrangements: daily fee

Period: over a period of two years depending on needs

VACANCY UNDP/PFF/04/07

TERMS OF REFERENCE

Provision of graphic design services for the UNDP Programme “Partnership for the Future” in Cyprus

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Period: over a period of two years depending on needs

Location: Cyprus

Background

The UNDP-PFF office in Nicosia is an organization which frequently produces publications for a local and international audience to raise awareness not only on its activities but also as part of its capacity building activities. The UNDP-PFF foresees an increase of the number of its publication using both traditional and e-based tools.

Duties description

The graphic designer is expected to have a good understanding of the artistic as well as of the technical aspects of graphic design. As such he/she will be requested to carry out the following duties:

Creates and manages design concepts, hands-on design and art work to be used for all UNDP-PFF publications and other items such as gadgets, posters, t-shirts;
Generates graphic images/illustrations, interactive presentations, flash files, sound and video into multimedia programs for use on the web or CD/DVD;
Design of UNDP-PFF publications, brochures and leaflets;
Overview of the production process of UNDP-PFF publications in terms of printing;
Taking photos of UNDP-PFF events;
Working closely with the UNDP-PFF IT specialist to improve from the graphic point of view the web-content of the UNDP-PFF website;

Any other tasks as directed by the UNDP-PFF Programme Managers.

Reporting lines
The graphic designer will report to the UNDP-PFF Programme Managers.

Qualifications and experience

BA or equivalent in visual communications/graphic design
Knowledge of photoshop, illustrator, acrobat, and major graphic applications
Strong organizational skills and ability to handle multiple tasks under tight deadlines is essential
Excellent design skills
Relevant working experience as graphic design

Language: Fluent both in written and spoken English and Turkish

Interested parties are requested to submit their CVs and an indication of their proposed daily fees by 8 October 2007 to: erel.cankan@undp.org.
Only short-listed candidates will be contacted.