Organization or Agency: International Organization for Migration (IOM)
Position Title: Graphic Designer Assistant
Organizational Unit: Community Stabilization Unit
Duty Station: Erbil, Iraq
Type of Contract: Sub-Contract to Stars & Orbit
Grade: Equivalent to G5
Duration of Appointment: Three (3) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date: 16th March 2020
Reference Code: CFA2020/IRQ/066

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.

Context

Under overall supervision of the Head, Community Stabilization Unit (CSU), and the direct supervision of the CSU Reporting Officer, CSU Graphic Designer will perform the following duties:

Core Functions / Responsibilities

1. Graphically design communication materials for CSU according to IOM media and branding guidelines and with innovative approaches to enhance visibility and impact with the support of Reporting Officer.
2. Contribute the implementation of communication and visibility strategy for CSU showcasing IOM’s work in line with donor visibility requirements and IOM guidelines.
3. In support of Reporting Officer, assist with the organization of any events, meetings, etc. in the context of the programme activities and CSU’s external communications.
4. Support the translation, copy edit and review of documents in English, Arabic and Kurdish in close cooperation with the translator, the Reporting Officer and relevant programme staff.
5. Produce the drafted content in the form of programme descriptions, human interest stories, photographs and video clips for international and local audiences; demonstrate cultural awareness, social sensitivity and respect for privacy when interviewing and working with affected populations.
6. Perform any other duties as may be assigned by the National Communications Officer. 13. Undertake travel in Iraq as requested.

Required Qualifications

Education:

Bachelor’s degree in Graphic Design, Communication, or equivalent combination from an accredited academic institution.
**Experience and Skills**

- Minimum of 3 years of relevant experience in communications.
- Practical experience in Graphic Design
- Experience in Adobe Illustrator, InDesign, Photoshop, Premiere Pro
- Experience in publishing to the web, newsletters, and other media.
- Demonstrates familiarity with digital photography and video.
- Demonstrates familiarity with social media such as Twitter, Facebook, LinkedIn and YouTube.
- Previous work experience with UN or other international NGOs an advantage

**Languages:**

- Fluency in English, Kurdish and Arabic is required.

**Behavioral Competencies**

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Focuses on result for the client and responds positively to feedback.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

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**IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse**

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

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**How to apply:**

Interested candidates are invited to submit their applications via this link:  
[https://iraq.iom.int/jobs/graphic-designer-assistant](https://iraq.iom.int/jobs/graphic-designer-assistant)

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

**Posting period:**

From: 02.03.2020 to 16.03.2020