Job Description

Position: Graphic Designer
Reports to: Communications Coordinator
Supervision of: none
Budget responsibility: none
Duty Station: Geneva
Travel: none
Starting date: ASAP
Duration & contract type: Temporary, 5 months, 100%
Eligibility: EU or EFTA nationals/candidates with the right to live and work in Switzerland

About ACAPS
ACAPS is dedicated to helping humanitarians make better decisions. We want to put evidence at the heart of decision-making. To achieve this, we collaborate with a variety of partners across the humanitarian sector and beyond. We strive to be an evolving platform providing:

- Independent analysis to support evidence-based decision making for humanitarian operations.
- Deployment of experts to support assessments and analysis in crisis.
- Innovative approaches to collect more reliable and timely data and conduct rigorous analysis.

Purpose of the position
The post holder will contribute to enhance the graphic identity of the organisation in order to ensure ACAPS is perceived as a leading voice in the humanitarian sector and beyond. The selected candidate will also help with the design of new products and materials.

Role and responsibilities

Generic responsibilities:
- Ensuring that ACAPS’ products and services are visually appealing and on-brand
- Enhancing the ACAPS’ brand image
- Boosting the implementation of ACAPS Communications Strategy aimed at strengthening the organisation’s position worldwide

Specific responsibilities:

1. ACAPS’ products and services
   - Defining requirements to adjust and improve layouts and templates in order to meet internal and external needs.
   - In close collaboration with the Analysis Team, create graphics and visualise data (quantitative and qualitative) in a creative and insightful manner.
   - Harmonise visual aspect of products and services using appropriate ACAPS’ style.
   - Contribute to the design of new products.

2. Brand image
   - Develop promotional materials such as flyers, brochures, as well as merchandising and audio-visual products.
   - Help be innovative in the way of promoting ACAPS’ work internal and externally.

3. Leading voice on humanitarian needs
   - Create graphics and other designs for external promotion in line with the needs of ACAPS’ users to reinforce the positioning of the organisation.
Critical interfaces:
- Maintain regular contact with Team Leaders regarding improvement of products and services

Competencies
Context specific skills, knowledge and experience
- Degree in Art, Graphic Design, or related field
- At least 3 years of proven working experience in designing, creating visual content or similar
- Excellent IT skills, especially with design and photo-editing software (such as InDesign, Illustrator, Photoshop). Understanding of video-editing software is highly appreciated.
- A keen eye for aesthetics and details.
- Understanding of the humanitarian sector and emergency response context, including traditional and non-traditional actors, is a plus.

Generic competencies
- Proposes innovative ideas and new solutions to challenges.
- Able to work under pressure and meet deadlines.
- Demonstrated problem solving skills and results oriented approach. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Outstanding coordination, communication, and inter-personal skills, including capacity to persuade and influence others, convey information effectively, as well as adjust actions in relation to others’ actions.

Behavioural competencies
- Communicating with impact and respect
- Social Perceptiveness
- Active Listening
- Planning and delivering results
- Adapting and Responding to Change

Performance Management
The employee will be accountable for the responsibilities and the competencies. The following documents will be used for performance reviews:
- The Job Description
- The Work and Development Plan
- The Performance Review Template

How to apply
To apply for this position please send your CV, covering letter and portfolio of illustrations or other graphics to jobs@acaps.org with the mention “Graphic designer” in the subject.

The closing date for this position is 7 July 2020.