



## Job Opening

**Job Title:** Senior Graphic Designer, P3  
**Department/ Office:** DEPARTMENT OF PUBLIC INFORMATION  
**Duty Station:** NEW YORK  
**Posting Period:** 7 July 2011-5 September 2011  
**Job Opening number:** 11-PUB-DEPT OF PUBLIC INFORMATION-18979-R-NEW YORK

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### Org. Setting and Reporting

This position is located in the Graphic Design Unit within the Knowledge Solutions Design Cluster, Outreach Division of the Department of Public Information. The Senior Graphic Designer reports to the Team Leader of the unit.

### Responsibilities

Within delegated authority, the Senior Graphic Designer will be responsible for the following duties:

- Designs high-priority products as well as overseeing other design assignments/requests from Departments and Divisions within the UN Secretariat in compliance with, the United Nations design and typographic standards for documents/publications/visual identities.
- Conceptualizes and develops several diverse design approaches/proposals; based on in-depth analysis of the issues to communicate; discusses and resolves the logistics of these design projects.
- Oversees the reviewing and artistic evaluation of manuscript, illustrative and pictorial needs; anticipates release dates as well as the complexity of message and/or visual image the Organization wants to project.
- Coordinates all designs in electronic format for final review and approval by the author department and the Team Leader of the Unit; prepares for production and distribution, including print, web and electronic output; makes comprehensive presentations detailing each design proposal; ensures design of printed, web and electronic products are complementary.
- Oversees the production phase, including budget and time restrictions, as well as providing guidance and support to staff throughout the process; oversees printing (internal and external) and photographic vendors; approves the level of quality of the production.
- Assists the Team Leader of the Unit in the day-to-day logistic administration of the Unit's production activities, equipment and supply requirements; scheduling the workflow and priority project list among staff; fosters teamwork and creativity amongst fellow designers and support staff.
- Stays abreast of the new design trends and the most current technology in print and web design and in the publishing field.
- Attends seminars, lectures and exhibits displaying new and developing technology for graphic and digital design, web, publishing (ePub) and visual communication; reports back in writing.
- Represents the work unit at various internal and external meetings; organizes and participates in working groups on design policy and standards within the United Nations; undertakes survey initiatives; reviews, analyzes and interprets responses, identifies issues and prepares written conclusions.
- Provides for constructive and productive cooperation with other Units/Sections of the Department and all Departments of the Secretariat.
- Performs other duties as required; assigned Officer-in-charge of the unit in the absence of the Team Leader.

### Competencies

#### Professionalism

- Very good knowledge of design approaches, tools, and methodologies essential to develop creative designs and produce high-quality graphic material for varied print and digital media projects (e.g. branding products, outreach campaign products, sign systems, posters, brochures, press kits; web pages, digital animation, electronic publication etc.)
- Knowledge of standard industry production processes, including printing and desktop publishing, electronic publications, web and multimedia
- Proven creativity and ability to oversee and develop design that will advance the image and priorities of the UN
- Ability to handle multiple design projects simultaneously
- Conscientious and efficient in meeting commitments
- Observing deadlines and achieving results
- Motivated by professional rather than personal concerns
- Shows persistence when faced with difficult problems or challenges
- Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

#### Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

#### Creativity:

- Actively seeks to improve programmes or services
- Offers new and different options to solve problems or meet client needs
- Promotes and persuades others to consider new ideas
- Takes calculated risks on new and unusual ideas; thinks "outside the box"
- Takes an interest in new ideas and new ways of doing things
- Is not bound by current thinking or traditional approaches

### Education

Advanced university degree (Master's degree or equivalent) in Master in Graphic Design, Master of Arts in Graphic Communications Management and Technology, Master in Design Management, Master in Fine Arts, Media design, Web design or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of five years of progressively responsible experience as a graphic designer and / or art director, with a combination of national and international design experience. Extensive experience with designing high-profile campaigns and corporate identity / branding for high level products is desirable.

**Languages**

English and French are the working languages of the United Nations Secretariat. For this post fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage

**Assessment Method**

A competency based interview and / or technical test will be utilized.

**Special Notice**

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

**United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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