



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **CFCV/MZ10/2023/052**
Position Title : **Graphic Design Consultant (PSU)**
Duty Station : Maputo, Mozambique (Home-Based)
Organization Unit : Programme Support Unit (PSU)
Classification : **Consultancy, Category A**
Type of Appointment : Consultancy Contract, 03 (three) months.
Report to : Communication Officer (PSU)
Estimated Start Date : As soon as possible
Closing Date : **20 June 2023**

IOM is committed to a diverse and inclusive environment. This is a request for Curricula/expression of interest for the position of **Graphic Design Consultant (PSU)**. The successful candidate will be offered Consultancy Contract, type A.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the CFCV.

CONTEXT:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM Mozambique operates from its head office in Maputo as well as the sub-offices in Beira and Pemba. It also has a number of field offices across the northern Provinces, including in Nampula City (Nampula Province). IOM has a significant operational footprint, with over 600 staff across the country as well as ongoing programming in all Provinces in Mozambique. In 2021, 887,862 people directly participated in IOM programs and activities and 1,283,118 people benefitted from IOM's support indirectly.

A creative and skilled Graphic Designer is required to support various communication and visual design needs of IOM Mozambique, ensuring the delivery of high-quality graphic materials that effectively convey key messages and enhance the organization's visibility. The consultant will be under the direct supervision of the Communications Officer.

Responsibilities and Accountabilities:

1. Develop visually appealing and impactful designs for a range of communication materials, including, but not limited to, brochures, reports, infographics, social media visuals, presentations, banners, and other promotional materials following IOM branding guidelines.
2. Ensure timely delivery of design projects while adhering to established deadlines.
3. Conduct trainings for staff to help build the capacity of the team on graphic design.
4. Create templates as required by the Unit.
5. Adapt existing design templates and materials as required.
6. Maintain an organized archive of design files and assets for easy retrieval and future use.
7. Collaborate with the team remotely, participating in virtual meetings and discussions to gather requirements and provide design updates.
8. Support with other tasks required.

REQUIRED QUALIFICATIONS

Education

- A university degree in a related field, with minimum of three (3) years of progressively responsible professional work experience in graphic design.

Skills

- Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Strong portfolio showcasing a diverse range of design projects.
- Knowledge of current design trends and techniques.
- Excellent understanding of branding principles and ability to adhere to established guidelines.
- Strong attention to detail and ability to work independently.
- Good communication and collaboration skills.
- Experience in complex publication layout, including design of graphs, tables, and charts.
- Exposure to IOM's institutional setting and or other international organizations and familiarity with IOM branding guidelines is an advantage.

Languages

- Fluency in English is required, and knowledge of Portuguese is an advantage.

Timeframe and Remuneration:

- This position is part-time and remote, requiring an average of 16 hours per week.
- The initial contract duration will be 3 months, with the possibility of extension based on performance and project needs.
- The graphic designer will be remunerated on an hourly or monthly basis, as mutually agreed upon and should have access to active Adobe Creative Suite license.

REQUIRED COMPETENCIES

The incumbent is expected to demonstrate the following values and competencies:

Values – all IOM staff members must abide by demonstrate these three values:

- Inclusion and respect for diversity Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: Demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

Core Competencies – behavioral indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge, and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Other

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificate and security clearances.
- Women with the above qualifications are encouraged to apply.

- Only shortlisted candidates will be contacted for further consideration.
- Please note that the terms and conditions of this consultancy may be subject to negotiation and modification based on the specific requirements of the project and the selected candidate's qualifications and availability.

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Detailed *curriculum vitae*, including historical salary and minimum three referees (preferably former direct supervisors).
- b) Portfolio showcasing examples of past work that demonstrate designing style and creative skills.
- c) Daily rate in USD and availability to work from June-October.

Please submit your application by email to iommzbvacancies@iom.int, indicating the reference code above **[Name, CFCV/MZ10/2023/052 – Graphic Design Consultant (PSU)]** as subject. The deadline for applications is **20 June 2023**.

Only applicant who meets the above qualification will be considered.

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

Posting Period

13.06.2023 to 20.06.2023