

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy code:	VA/2015/B5109/6746
Post Title:	Pool of On-Call Graphic Designers – 3 positions
Post Level:	Local ICA, Level 7 – Retainer based position
Org Unit:	UNOPS/AEMO/RSPC
Duty Station (DS):	Home-based with travel within Programme Area as needed
Duration:	1 year, renewable
Closing Date:	16 February 2015

1. General Background

The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity.

In Serbia, UNOPS has been active since 2000, while it established the Serbia Project Centre (RSPC) in 2013. We use local contractors, and at the same time set the international standards, engaging our beneficiaries, which in turn contributes to enhancing their skills. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio-economic reforms, and facilitation of European integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

At the beginning of 2015, UNOPS Serbia implemented several large programmes and projects:

- Serbia Floods Rehabilitation and Prevention Support, funded by the European Union, the Kingdom of Norway, the French Ministry of Foreign Affairs and the Government of Canada, to support the citizens of the municipalities affected by May 2014 floods to restore their living conditions, by rehabilitation of private dwellings, establishing normal functioning of public institutions of primary importance, reconstruction of river embankments, water, sewer and telecommunication networks, as well as enhancing the capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of salvation efforts.
http://europa.rs/en/eu_assistance_to_serbia/Floods2014-EUassistance.html
- European PROGRES - funded by the European Union and the Swiss Government, with the co-funding from the Government of Serbia, contributes to sustainable development of 34 municipalities in the South East and South West Serbia through improved coordination between the national and local authorities, more favourable environment for employability, business and infrastructure growth, and enhanced good governance and social inclusion.
<http://www.europeanprogres.org/>
- Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade, funded by the European Union, which will provide durable housing solutions for up to 170 Roma families from Belgrade and establish resettlement procedures and processes that are fully in line with the international human rights standards.
<http://www.sagradimodom.org/>
- The Integrated Health Information System (EU IHIS), funded by the European Union, which improves public health services by implementation of hospital information systems (HIS) in 19 selected hospitals throughout Serbia and provision of lifelong electronic health records (EHR) to

patients, thus harmonising the healthcare with the EU norms and standards.

http://www.eu-ihis.rs/index_EN.html

- Improving Human Security for Vulnerable Communities in Southwest Serbia, a one-UN project, funded by the United Nations Trust Fund for Human Security, to create jobs for the most vulnerable population through establishing a recycling centre, and to re-open the health station in Novi Pazar Blaževo settlement, thus securing access to public and social services, promoting community cohesion and strengthening human security in the Southwest Serbia.
<https://docs.unocha.org/sites/dms/HSU/Outreach/Serbia/SERBIA%20091%20Final%20Template.pdf>
- Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups, funded by the European Union, which supports sustainable employment and access to services of marginalized groups in Serbia through coordination between local and national institutions. The project will create income generation and employment opportunities, improve access to primary health care, occupational health safety, social welfare, education, human rights and justice.

Duties and Responsibilities

2. Purpose and Scope of Assignment

On-call Graphic Designers will, under general guidance of and in close cooperation with the Project Manager(s) and/or Communication Officer, be responsible for development of visual and graphic concepts, design, pre-press and printing/production process oversight of elements of visual communications and publications.

The selected incumbents will undertake the following activities/responsibilities:

- Gain basic knowledge about projects implemented by UNOPS in Serbia through the review of main project documents; for a detailed list and information about specific projects/programmes implemented by UNOPS in Serbia please refer to <http://europeanprogres.org/dokumenti/25-11-2014-SRPC-UNOPS-Facts-Sheet.pdf>
- Learn visibility requirements of the projects' donors and ensure full compliance of graphic and visual communication products with the requirements
- Ensure that all elements of visual communications and publications are in line with the professional graphic and technical standards
- Develop visual identities and logos
- Develop layouts, graphic design and pre-press for office stationery and documents
- Develop layouts, graphic design and pre-press for various promotional items
- Develop layouts, graphic design and pre-press for various banners and signboards
- Develop layouts, graphic design and pre-press for publications
- Develop layouts, graphic design and pre-press for indoor and outdoor visual communications
- Edit and or improve photos, charts and other graphic elements
- Assist in establishing and maintaining of archive of graphic works
- Create templates for, design and edit Power Point presentations
- Create animations and graphic illustrations which contribute to effectiveness of presentations
- Conduct printing/production process oversight
- Conduct other duties related to graphic design when needed

Note: The retainer would be responsible to perform all work on legalised software relevant for the specific assignment

Required Selection Criteria

a. Education

- Bachelor's degree in Graphic Design or similar

b. Work Experience

- At least three years of relevant professional experience in graphic design
- Experience in print production and layout will be considered as an advantage
- Experience in offset and digital printing will be considered as an advantage
- Experience with the UN or other international organisations is desirable but not mandatory

c. Skills

- Computer Skills: Adobe Photoshop, Adobe Illustrator, Adobe In Design / Quark X Press, Corel Draw, Macromedia Flash, MS Office (Word, Excel, PowerPoint)
- Fluency in Serbian and English

d. Key Competencies

- Demonstrates commitment to UNOPS' mission, vision and values
- Displays cultural, gender, religion, race, and nationality sensitivity and adaptability
- Excellent organizational and inter-personal skills
- Accountability for management of time and respect of professional standards
- Demonstrates openness to change and ability to manage complexities
- Ability to adhere to work assignments and meet designated deadlines
- Ability to work independently
- Focuses on result and responds positively to feedback
- Formulates written and oral information clearly and persuasively
- Seeks and applies knowledge, information, and best practices from within and outside of UNOPS
- Willing to share knowledge and experience
- Ability to visit UNOPS' offices in Belgrade, Niš, Vranje and Novi Pazar, and travel to other towns and cities if needed
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Note on selection of candidates

- Short listed candidates for this position will be asked to send five examples of graphic design works by email (electronic format, PDF or JPG).

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, Curriculum Vitae and updated United Nations Personal History Form (P.11) to UNOPS via UNOPS Global Personnel Recruitment System at following link:

<https://gprs.unops.org/pages/viewvacancy/VADetails.aspx?id=6746>

Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interview will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

For more information on UNOPS, please visit the UNOPS website at www.unops.org

