

**Vacancy No:** VA/UNSSC/002/2025  
**Post Title:** Graphic Design Associate, G6  
**Organizational Unit:** Communications and Outreach - Directorate  
**Duty Station:** Turin, Italy  
**Duration:** 1 year; extensions are subject to satisfactory performance and availability of funds  
**Deadline for applications:** 16 March 2025

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At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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### Organizational Context:

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

Design is an integral part of effective communications. In the UNSSC context, design is a critical component of raising the visibility of UNSSC and advancing its mission. Quality design helps to raise UNSSC's profile among UN staff and partner organizations, who are all working to achieve the 2030 Agenda for Sustainable Development.

The practice of design continues to evolve. To effectively brand and design its communications products, the Staff College is looking to hire an experienced graphic designer. The successful individual will be part of a team that is charged with implementing a communications strategy intended to raise the visibility of

UNSSC, attract new enrollment to UNSSC's learning programmes, and help tell the larger story of how UNSSC is helping to advance UN priorities

#### **Terms of reference:**

***Under the supervision of the Team Lead, Communications and Outreach, the graphic design associate will perform the following duties:***

- Develop design products that meet the objectives of the organization and that advance the UNSSC brand.
- Ensure that the design and creative deliverables are visually appealing, aligned to stakeholder expectations, executed within deadline and on brand.
- Influence design-led thinking across the organization.
- Translate programmatic concepts into high-quality design within an established brand identity.
- Collaborate, brainstorm, and strategize with a range of clients to produce web pages, presentations, programme collateral, signage, internal communication, newsletters, social media and marketing material, among others.
- Plan concepts by studying relevant information and materials.
- Coordinate with outside agencies, art services, web designers, marketing, printers, and colleagues, and administer graphic design and videographer rosters.
- Take a lead role in managing the design and creative elements of projects and serve as point of contact for brand queries and creative projects.
- Exercise quality control over design outputs.
- Establish and develop best practices with the design and creative team.
- Review final layouts from outside agencies and suggest improvements when necessary.
- Update and maintain the design system & brand book.
- Ensure that UNSSC's branding is consistently and correctly applied to all design products.
- Publish content on the UNSSC website and respond to ad hoc web-design related tasks.
- Perform basic video production and editing of video material.
- Utilize software such as Photoshop, Illustrator, and InDesign.

**Perform other duties within functional profile** as assigned and deemed necessary for the efficient functioning of the office and the Organization.

### Qualifications and experience:

First Level University degree in communications, graphic design and/or multimedia arts, visual communications, or a related field.

Four years of similar work experience with knowledge and competence in the following:

- Proficient in graphic design and photo editing software (Adobe Suite);
- Familiarity with social media platforms – Facebook, LinkedIn and Twitter
- Knowledge of print production
- Knowledge of web and social media design requirements and limitations.
- Experienced in HTML/5 and CSS is an asset.
- Previous experience with a United Nations system organization and/or a learning organization is an asset.

### Languages

Good communication skills (written and oral) in English are required; working knowledge of another UN language, as well as Italian, is an advantage.

### Other Skills

- Ability to convert complex and abstract ideas into simple visual concepts
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds

### Competencies

**Professionalism:** Proven experience in graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management. Knowledge of designing for print and digital media, including web design. Experienced in front-end web development with a strong understanding of Drupal. Experienced with mobile-responsive websites.

**Planning & Organizing:** Ability to identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; monitor and adjust plans and actions as necessary; use time efficiently.

**Teamwork:** Ability to work collaboratively with colleagues to achieve organizational goals; solicit input by genuinely valuing others' ideas and expertise; place team agenda before personal agenda; share credit for team accomplishments and accept 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

### **Submission of applications**

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and

Please apply through the online application form available at:

<https://www.unssc.org/about/employment-opportunities>