



# United Nations Environment Programme

برنامج الأمم المتحدة للبيئة • 联合国环境规划署

PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE  
ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

## Terms of Reference

### Temporary Graphic/Layout Experts (Roster)

**Duty Station:** Geneva, Switzerland

**Deadline for applications:** Ongoing

**Duration:** Depending on organizational need

**Organisational Unit:** Post-Conflict and Disaster Management Branch, Environmental Policy Implementation, United Nations Environment Programme (UNEP), Geneva

**Contract type:** Special Service Agreement (SSA)

UNEP'S Post-Conflict and Disaster Management Branch (PCDMB) provides cutting-edge environmental science and expertise to countries affected by or vulnerable to conflicts and disasters. The objective of the branch is to minimize threats to human well-being from the environmental causes and consequences of conflicts and disasters. UNEP conducts independent and politically neutral post-crisis environmental assessments and integrates environmental needs within the recovery and reconstruction processes. The goal of the operations is to re-orient crisis-affected countries towards more sustainable forms of development. Using natural resources in ways that contribute to peacebuilding and disaster risk reduction is an emerging element of the approach.

**PCDMB is seeking to identify experienced Graphic and Layout experts to include into its roster of graphic design and layout consultants.** PCDMB will keep a roster of candidates willing to accept temporary contracts ranging from part-time to full-time depending on the assignment and organizational needs. Selecting the candidates and subsequent contract modalities will depend on the terms of reference for the assignment.

Selected candidates will assist with design and production of publications, web graphics, various documentation and other communication products, working to mandated deadlines.

### Description of duties:

1. Assist the nominated supervisor through provision of technical support on document design and production.
2. Preparation of printing packages (all layout and design files) for printing of publications and other communication products
3. Supervise the printing process by closely liaising with printers and insuring high quality of the final printed products.
4. Consult relevant staff on the design and production of publications.
5. Assist the nominated supervisor in other duties related to the design and publication, or other communication products, as needed.
6. Provide basic research and sourcing of graphic elements, like photographic images, maps, and logos.



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## Level of study/experience/skills:

- University degree in graphic design (or other relevant degree) would be an asset. 3-5 years of relevant work experience in the field of graphic design/layout/publication production is a must.
- Advanced degree in graphic design would be an asset.
- Advanced knowledge of printing and pre-press processes (both digital and offset printing).
- Excellent command of Adobe, Creative Suite 3 package especially InDesign, PhotoShop, Adobe Illustrator, Adobe PageMaker and CoralDraw is essential.
- Advanced understanding of vector-based imagery, such as maps and logos is essential
- Advanced knowledge of basic computing, particularly the Microsoft Office is a must
- Operating of office, network and large format printers (plotters) is required.
- Advanced knowledge of photography, image editing
- Basic understanding of the international context and the work of PCDMB.
- Ability to deliver timely and high quality results under tight deadlines.
- Excellent coordination skills, and an ability to follow instructions, work under pressure as a part of a team, or independently is required.
- Excellent attention to detail.
- Language requirement: Advanced English. Other language skills, especially French, are seen as an asset.

Please submit your application to [recruitment@unep.ch](mailto:recruitment@unep.ch)