

ICLEI – Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Please respond by the 30th of November, 2022

I. Position Information

Project Associate – Graphic Designer – (1 Position)

II. Organizational Context

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influences sustainability policy and drives local action for low-emission, nature-based, equitable, resilient, and circular development.

ICLEI's South Asia Secretariat operates from New Delhi, India. Engagement with cities is enabled through project offices located across cities and states in India and Bangladesh. With a membership base of over 100 cities, ICLEI South Asia offers a wide range of technical services, support, and customized methodologies on sustainable urban development, climate change, and energy through donor funded programs and projects. ICLEI South Asia helps cities strengthen their technical capacity, improve awareness of sustainability issues among elected representatives, administrators, and citizens, provide information, and develop a greater capacity for cities to deliver basic services in the most sustainable manner.

ICLEI's substantive focus is helping cities build and share solutions to the challenges of:

- climate change and resilience
- disaster management
- environmental management systems
- water resource management
- waste management
- renewable energy and energy efficiency
- built environment
- sustainable transportation
- urban biodiversity

Projects are executed by ICLEI South Asia through support from various donors (such as the British High Commission, European Commission, GIZ, SHAKTI Foundation, Rockefeller Foundation, USDOS, USAEP, USAID) and various ministries in Government of India and various state government funding sources. ICLEI South Asia's management team has extensive experience in working with cities to offer

technical assistance, conduct techno-economic studies, undertake research and analyses, formulate policy and action plans, design, and pilot innovative solutions, and deliver capacity building and knowledge transfer, among others.

III. Position Overview

Project Associate – Graphic Designer (1 Position)

Job Description: Looking for a Graphic Designer to create engaging and on-brand graphics for our internal and external stakeholders' requirements.

Supervisor: Manager – Admin & IT

Duty Station: New Delhi, India

Type of Contract: Full-Time Employee

Key Deliverables

- Support reporting supervisor on all graphic design activities for the preparation of reports, brochures, leaflets, invitations, conference backdrops, online activities viz., Zoom, Google Meet, etc
- Coordinate between various project people/teams to get inputs for graphic designs
- Provide technical expertise to assist internal and external people from time to time
- Closely collaborate with the Project Manager / other Project staff to ensure the completion of activities as per the work plan and timelines.
- Prepare and support online or offline events/sessions/workshops
- Assist the team in research, data collection, surveys, and analysis related to preparing and updating graphic design activities
- Conceptualize visuals based on requirements
- Create images and layouts by hand or using design software
- Test graphics across various media

Key Competencies

Candidates should have:

- Strong knowledge and demonstrated experience related to Graphic Designing
- Expertise in design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop / Adobe / Illustrator / MS Office (Word, Excel, Powerpoint), Coral Draw, etc
- A keen eye for aesthetics and details
- Ability to work methodically and meet deadlines
- Degree in Design, Fine Arts, or related field is a plus

Language skills:

- Proficiency in English / Hindi (spoken and written) is a must
- Proficiency in other Indian or foreign languages is desired

Education:

- Minimum Graduate of any degree. A degree in Design, Fine Arts or related field is a plus, but not mandatory.

Experience:

- 3 - 5 years of relevant, post-qualification, professional experience.

Industry:

- Preferably NGO / NPO related to the development sector or having good exposure in the relevant field in other industries.

Remuneration:

At par with the sector. Very attractive, but not limited to competent and efficient candidates.

IV. Contact Information:

Interested candidates are requested to submit their CV (mentioning the job code in the subject line) along with a one-page note describing their suitability for the position and two references.

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Closing Date: 30 November 2022