

ICLEI – Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Please respond by 31 July 2023

I. Position Information

Associate - Graphic Design – (1 Position)

II. Organisational 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 customised 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 Sustainability 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 Description

Associate – Graphic Design – (1 Position).

Job Brief: 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
Job Code: Iclei-GD-D-07/23-24/01
Type of Contract: Full-Time Employee

Functions

- 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 regarding events/sessions / workshops
- Assist the team in research, data collection, surveys, and analysis related to preparing and updating graphic design activities
- Conceptualizing visuals based on requirements
- Creating images and layouts by hand or using design software
- Testing graphics across various media

Competencies

Candidates should have:

- Strong knowledge and demonstrated experience related to Graphic Designs
- A strong portfolio of illustrations or other graphics software/applications
- Familiarity with 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 (Speak and Write) is a must
- Proficiency in other Indian or foreign languages is desired

Recruitment Qualifications

Education:

- Graduate / Post 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 sustainability development. Else, having good exposure in the relevant field in other industries is also welcome

Remuneration:

At par with the industry standards.

IV. Contact Information:

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

ICLEI-Local Governments for Sustainability, South Asia

C-3, Lower Ground Floor
Green Park Extension New
Delhi -110016 India

Tel: +91-11-4974 7200 Fax: +91-11-4974 7201 E-mail: harihara.subramanian@iclei.org
Website: <http://southasia.iclei.org/>

Closing Date: 31 July 2023