

Vacancy Details:

Designation: **Associate (Graphics Designer/Visual Illustrator)**

Positions Vacant: 1

Location: New Delhi, India

Date of joining: Immediate

Terms of Reference:

ICLEI – Local Governments for Sustainability, South Asia, is seeking an experienced individual as Associate (Graphics Designer/Visual Illustrator) to work closely with the Communications Team and across project teams to develop high-quality visual content. This position is based out of the South Asia Secretariat office in New Delhi, offering an exciting opportunity to support the organisation's outreach. The ideal candidate will support the curation of reports, graphics for social media and projects, visual illustrations, animations for communications products, technical documents, reports, and proposals. By working with the communications and project teams, you will be responsible for crafting design resources aimed at enhancing the visibility, brand, and recognition of ICLEI South Asia's projects, reports, events among diverse stakeholders, including city governments, officials, private sector entities, partners, media outlets, and civil society organisations.

About the Role:

As Associate (Graphics Designer/Visual Illustrator), you will be required to work closely with the Senior Management, Communications Team, and all ICLEI South Asia Project Teams to ensure high standards of visual design communication for brand ICLEI South Asia across all its platforms and materials in maintaining the organisation's visibility and influence. You will be responsible for curating designs and illustrations that ensure cohesive, impactful external and internal messaging for the organisation. The role involves using design tools such as Adobe Illustrator, Photoshop, InDesign, Canva, among other tools, ensuring high standards and alignment with ICLEI's branding guidelines, mission and goals. You will need to ideate and come up with innovative illustrations for enhancing the quality of reports, newsletters, event collaterals, and other communication materials.

Key Responsibilities:

Graphic Design and Illustration: Create visually compelling graphics, illustrations, and layouts for reports, social media, and other communication products. Design visual content for various platforms, ensuring consistency with ICLEI South Asia's branding guidelines. Develop infographics, charts, and diagrams to visually represent data and information in reports and technical documents.

Report and Proposal Design: Collaborate with project teams to design and format project reports, proposals, and other technical documents. Ensure high-quality visual presentation of content, adhering to organisational standards and project requirements.

Social Media and Digital Content: Design graphics for social media campaigns, ensuring visual appeal and engagement. Create digital content for websites, newsletters, and other online platforms.

Project Support: Assist in the visual aspects of project deliverables, including presentations and promotional materials. Provide design support for events, including banners, posters, and other visual materials.

Collaboration and Communication: Work closely with the communications team to ensure alignment of visual content with communication strategies. Liaise with internal and external stakeholders to gather requirements and feedback for design projects.

Qualifications:

- *Education:* Degree in Graphic Design, Visual Arts, Fine Arts, or a related field.
- *Experience:* Minimum of 2-3 years of experience in graphic design and visual illustration, preferably in the impact/development sector.
- *Software Proficiency:* Advanced skills in Adobe Creative Suite (Photoshop, Illustrator, InDesign). Proficiency in other design software such as CorelDRAW, Sketch, or Canva. Experience with video editing software (e.g., Adobe Premiere Pro, After Effects) is a plus.
- *Technical Skills:* Strong understanding of design principles, typography, colour theory, and layout techniques. Ability to create both digital and print designs. Experience in creating infographics, data visualisation, and technical illustrations.
- *Portfolio:* A strong portfolio demonstrating creative and technical expertise in graphic design and visual illustration.

Personal Attributes:

- *Creativity:* Strong creative vision and the ability to bring ideas to life through visual content.
- *Attention to Detail:* High level of accuracy and attention to detail in design work.
- *Communication:* Strong communication skills, both written and verbal.
- *Collaboration:* Ability to work collaboratively in a team environment and manage multiple projects simultaneously.
- *Adaptability:* Work under tight deadlines. Flexibility to adapt to changing priorities and deadlines.

What is in it for you?

Professional Development: Lead and manage visual content for a high-performing communications team. Collaborate closely with senior management, enhancing your strategic thinking, creativity, and project management skills. Drive impactful communication initiatives to elevate your professional expertise.

Increased Visibility: Promote ICLEI South Asia’s work, boosting your professional profile in the climate space. Enhance the organisation's visibility and influence among key stakeholders especially city governments.

Networking Opportunities: Access a network of professionals and organisations in the sector. Build valuable connections for future career prospects and collaborations. Engage with stakeholders at local, national, and international levels.

Purposeful Work: Contribute to shaping sustainable cities across South Asia. Make a tangible impact, aligning with your passion for environmental change.

International Exposure: Work on projects across South Asia and gain insights into global projects through ICLEI’s international network. Enhance your understanding of global sustainability challenges and solutions.

Remuneration will be commensurate to industry standards

Interested candidates are requested to send their brief resume along with a concise cover letter to harihara.subramanian@iclei.org, sasi.madambi@iclei.org, communications@icleisouthasia.org by **15 June, 2024**.

Please note that only shortlisted candidates will be contacted.

About ICLEI – Local Governments for Sustainability:



[ICLEI – Local Governments for Sustainability](#) is a network of more than 2500 local and regional governments, supported by a team of global experts, driving sustainable urban development worldwide. Active in 125+ countries, we impact over 25 percent of the global urban population. [ICLEI South Asia](#) – the South Asian arm of ICLEI – Local Governments for Sustainability, aims to build and serve a regional network of local governments to achieve tangible improvements in regional and global sustainability through local initiatives. Over 19 years, ICLEI South Asia has emerged as a strong and vibrant local government association with a membership base of over 100 cities. We promote local action for global sustainability and support cities to become sustainable, resilient, resource-efficient, biodiverse, low-carbon, productive, ecomobile; to build a smart infrastructure; and to develop an inclusive, green urban economy with sustainable procurement with the aim of achieving healthy and happy communities. ICLEI also strengthens North-South and South-South cooperation to advance sustainability at the local, regional and sub-national levels. We work with South Asian cities with funding support from various national and international partners by offering various opportunities such as participation in programs and projects, technical inputs, information services, training, conferences, and workshops. We also share our expertise, reach out to cities, initiate interaction, and mobilise funds. Facilitating peer learning, city-to-city exchanges, and networking, and supporting the development and implementation of

demonstration projects are some ways in which we strengthen the capacities and technical know-how of cities that we work with.

For more information about ICLEI South Asia visit: <https://southasia.iclei.org/>

For more information about ICLEI Global visit: <https://iclei.org/>
