



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Terms of Reference

### Assistant Graphic Design Officer IICA-1 (UNOPS),

Private Partnerships and Philanthropy Section (PPH),

Private Sector Partnerships Service (PSP),

Division of External Relations (DER), UNHCR Copenhagen

UNHCR, the UN Refugee Agency, is seeking an Assistant Graphic Design Officer, IICA I (UNOPS) within the Private Partnerships and Philanthropy Section (PPH), of Private Sector Partnerships Service (PSP).

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title: Assistant Graphic Design Officer**

**Duty Station: Copenhagen, Denmark**

**Duration: 01/03/2019 through 31/12/2019**

**Contract Type: UNOPS IICA -1**

**Closing date: Sunday 10 February 2019**

**Start date: 1 March 2019**

### Organizational Context

Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect and assist refugees and other persons of concern. UNHCR has helped tens of millions of people to restart their lives and works in 123 countries to care for the world's millions of refugees, internally displaced and stateless persons.

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources from the private sector for refugees. UNHCR have developed a \$1 Billion Private Sector Fundraising Strategy 2018-2025. This strategy focuses on both Individual Giving and Private Partnerships and Philanthropy (PPH) and identifies priority fundraising markets and regions. As part of this strategy corporates, foundations and high net worth donors have been identified as key areas of PSP growth with a target set to double current income from Private Partnerships and Philanthropy (PPH) to USD 300 million by 2025.

As an integral Section of PSP, Private Partnerships & Philanthropy (PPH) raises funds from corporations, foundations and HNWI's against an ambitious target. PPH does this through the action of its established network of fundraisers located across 5 regions (i.e. Americas, Europe,

Asia Pacific (APAC), Middle East and North Africa and Africa) and the coordination provided by headquarters units in Copenhagen.

The Partnership Support Unit sits in the Private Partnerships and Philanthropy Section and will play an important support role to the wider PSP Network across PSP Markets and including National Partners to achieve the ambitious USD 300 million target. The multi-functional Partnership Support Unit is expected to steer the scope of projects and fundraising products that match donor interests across PSP income streams and markets, and develop donor friendly fundraising materials for projects that UNHCR can reliably implement and report on.

The Assistant Graphic Design Officer function sits in the Partnership Support Unit (PSU), and is part of a multi-functional team reporting to the Head of the Partnership Support Unit in Copenhagen. PSU is one of three teams in the HQ Private Partnerships and Philanthropy (PPH) team, the other two units are the Partnership Development Unit (PDU), and the Operational Partnerships Unit (OPU).

PSU is a support function to the global PSP network of fundraisers (with operations in Africa, the Americas, Asia, Europe and MENA), while also playing an integral role in strengthening cooperation with key institutional stakeholders namely the Regional Bureau, Field Operations and Divisions to support PSP fundraising opportunities.

PSU aims to strengthen private sector donors' experience throughout the donor journey including the establishment, monitoring and delivery of privately funded projects and position UNHCR as a trustworthy and reliable partner.

## Purpose and Scope of Assignment

Under the overall supervision of the PSP Officer (Writer/Fundraiser), the Assistant Graphic Design Officer is expected to deliver creative graphic design solutions in line with UNHCR Brand for use in PSU's concept notes, proposals, reports and funding packs. Under the guidance of the PSP Officer (Writer/Fundraiser), the incumbent may be asked to support Private Partnerships and Philanthropy with infographics, interactive creative, animations and multimedia (video and motion graphics), wireframes, prototypes and polished visual interfaces for web projects such as unhcr.org as necessary.

The candidate must have an extensive understanding of creative development in relation to usage across channels and devices (including mobile and social media applications).

This function will help ensure high quality visual impact for PSU materials and communication products, including offline assets such as leaflets, posters and reports.

## Monitoring and Progress Controls

This role will work closely with the PSP Officer (Writer/Fundraiser), who will set short term goals and monitor progress in line with the 2019 plan.

## Essential minimum qualifications and professional experience required

- University degree (equivalent of BA/BS) in a relevant field, such as Graphic Design, Interaction Design, Design for Social Impact/Social Innovation

- A minimum of 3 years ( 2 years for Master’s degree holders) of relevant work experience relevant in graphic design, branding and layout, information design and architecture, visual communication, media design, system design or related, and proven experience in translating complex ideas into clear visuals

## Required Competencies

- Strong graphic design skills particularly in layout, presentations, branding and visualisation of systems and complex information and structures.
- Strong knowledge of design platforms like Adobe Creative Suite, design techniques, software, data visualisation.
- Experience in print, digital, UX/UI design, data visualisation.
- Fluency in best practices for responsive web design.
- Careful attention to details, pixels perfection and visual form.
- Working knowledge of interactive of motion design.
- Understanding of the technical development process, or ability to develop frontend code a plus.
- Proven capability of working on a project from the concept to the final design package.
- An ability to communicate complex, abstract concepts using visual, verbal and written language
- A portfolio which shows strong design work for web and mobile
- Excellent interpersonal and communication skills
- Fluency in English
- Ability to work in a team, and openness to learning
- Strong interpersonal skills and ability to work with colleagues of different cultures and in different functional streams
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## Desirable Qualifications and Competencies

- UNHCR experience or experience with a humanitarian/development organisation
- Exposure to UNHCR specific learning and training
- Knowledge of an additional UN language or language of key PSP market is a plus

## Location

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark.

The position starts in 2019 until the end of 2019. It is a full-time role with working hours starting from 8.30am to 5pm Monday to Friday (40 hours per week).

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to [DENCOCMUHR@UNHCR.ORG](mailto:DENCOCMUHR@UNHCR.ORG) indicating **[Assistant Graphic Design Officer](#)** in the subject of the email. P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

[Application Deadline: Sunday 10 February 2019](#)

[Date Issued: 23rd January 2019](#)