Job Title: Graphic Designer (SESRIC-2024-DES)
Location: SESRIC Headquarters, Ankara, Türkiye
Position Type: Part Time

OVERVIEW

The talented part time graphic designer (with at least 3 (three) years of professional experience) will form visual reflections based on concepts and ideas in both print and electronic media.

The candidate has a solid background in graphic design and typography demonstrating her/his expertise based on comprehensive knowledge of desktop publishing and design software and applications. The candidate is skilled in every step of the design process from conceptualisation to final deliverables.

Collaborating with multiple teams across the institution, the graphic designer should be able to take written or verbal ideas and transform them into a design that represents them.

MAIN RESPONSIBILITIES & DUTIES

1. Work on the following graphic design tasks and projects by using relevant software programs that meet institutional goals:
   o 5 or 6 graphic designs and short videos/animations on a weekly basis for the social media accounts of the Centre;
   o 2 or 3 publication cover designs on a monthly basis for the upcoming reports of the Centre;
   o Congratulatory and/or invitation cards designs for special occasions of the Centre;
   o Conceptualize and design captivating infographics, factographs and quote graphics, posters, banners, Powerpoint slides, and web/multimedia elements which translate facts and features of subject material into graphic terms that best convey the intended meaning;
   o Conceive, layout, and coordinate internal page designs of the upcoming reports and publications of the Centre;
   o Any other design and desktop publishing tasks as instructed by superiors.
2. Ensure visual consistency and quality across all graphic outputs.
3. Experience in editorial duties, including proofreading and content verification, to ensure accuracy and coherence in the Centre’s publications would be an asset.
4. Data literacy, data visualisation, and awareness in story telling would be advantegous.
5. Examine existing processes and produce solutions that improve institutional designs.
6. Update and maintain internal databases for designs, photography, and video.
7. Collaborate, brainstorm, and strategize with departments of the Centre on a wide range of design materials.
8. Develop concepts by hand or with software, and execute original content by determining the ideal usage of color, text, typography, imagery, and layout.
9. Follow the most recent design trends and reflect them on the materials being designed.
10. Prepare rough drafts, present ideas, and refine designs based on feedback while identifying and addressing any design-related issues or discrepancies promptly.
11. Develop and strengthen SESRIC visual identity including logos, typography, and color palettes.

QUALIFICATIONS & SKILLS

1. At least Bachelor’s degree (or equivalent) in graphic design, art, or related discipline. Master’s degree (or equivalent) would be an asset.
2. Exceptional creativity and innovative design skills.
3. A keen eye for aesthetics and details.
4. Three or more years of experience with desktop publishing and design software with proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop), CorelDraw, Canva, etc.
5. Proficiency in MS Office products, particularly in Excel, is an asset.
6. Photo shooting and editing skills would be advantageous.
7. Excellent communication and presentation skills.
8. Organizational and time-management skills for meeting deadlines in a fast-paced environment.
10. Excellent communication and drafting skills.
11. High fluency in English is a must.
12. Proficiency in either Arabic or French would be an asset.

KEY PERSONAL ATTRIBUTES

1. Self-motivated and capable of initiating and driving projects.
2. Excellent team player with a knack for effective communication.
3. Able to maintain high quality in her/his work.
4. Adept at building and managing relationships with both internal and external stakeholders.
5. Keen to learn, share knowledge, and strive for excellence.
6. Possess strong analytical thinking and problem-solving skills.
7. Dedicated to achieving results and fostering knowledge, learning, and communication.

GENERAL REQUIREMENT

- Must be a national from one of the OIC member countries.
How to Apply

- Applicants are kindly requested to send the below documents by email to: vacancy@sesric.org between 17 May 2024 and 20 June 2024 (final application date).
- The subject line of the e-mail should include job application code and the country/nationality information of the applicant.

Required Documents to be Submitted:

- Identity documents (identity card and/or passport copy);
- A cover letter/statement of purpose (in English) clearly reflecting the clear interest of applicant;
- A detailed curriculum vitae (CV in English) including information on their professional experience and previous work record;
- Educational diplomas for undergraduate and/or graduate degree(s);
- Proof of language test scores (for English, proof is compulsory. Proof of language test score for Arabic and French will be an asset);
- A portfolio showcasing their previous graphic design work.

Optional Documents that may be Submitted:

- Professional certificates;
- Contact details of supervisors from the applicants’ previous professional and/or academic background.

Applications which are received after the above-mentioned final application date will not be taken into consideration. Only short-listed candidates will be contacted.