

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

The Pacific Community (SPC) invites applications for the position of **Graphic Designer - Coordinator** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.

## Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – the **Graphic Designer – Coordinator** will be responsible for providing client advice, project coordination, as well as design and layout for SPC publications, visual identity control whilst ensuring stakeholders relationship management.

The key responsibilities of the role include the following:

### 1. Providing graphic design and layout services for SPC publications and projects

- Providing high-quality graphic design services to SPC programmes.
- Designing and layout of a variety of materials (reports, covers, leaflets, conference material, etc.) for print or digital production.
- Preparing and checking pre-press files, liaising with the SPC Printery and/or with outside printers, and checking proofs and the final product for quality control before distribution.
- Developing conceptual diagrams and graphs illustrating scientific data, using a range of software programme.
- Researching new software applications and changes in design and printing technology, and web presentation formats.

### 2. Building strong client relationships and providing advice to divisions and programmes on all aspects of graphic design production and resourcing

- Advising on and developing high-quality design briefs for freelancers for a range of publishing formats.
- Providing advice to SPC staff on art and design elements, and preparing and presenting training and other outreach to SPC staff on art and design.

### 3. Supporting SPC's visual identity and corporate communications strategy

- Providing design and layout support for maintenance of SPC's visual identity, advising programmes about these guidelines, and applying them in design work.
- Maintains strong internal stakeholder relationships with SPC's corporate communications team.

### 4. Coordinating graphic design and layout services, and supporting the Publishing Team's project pipeline

- Coordinating and tracking design projects from conception to completion.
- Managing relationships with external freelancers and facilitating relevant financial processes.
- Coordinating the delivery of high-quality graphic design services to SPC programmes.
- Ensuring a rigorous quality control and assurance process is performed and maintained.

### 5. Controlling technical graphic design projects and/or project elements to ensure a rigorous Quality Assurance process that supports the Publishing Team's project pipeline

- Coordinating the technical elements of the graphic design process.
- Using technical knowledge of the design process to ensure to ensure high-quality design products are delivered.
- Working with the Graphics team, Editorial team, Printing, Distribution, and the Publishing Team Leader, to collaboratively deliver a large suite of cyclical and irregular corporate and programme publishing products.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

## Key selection criteria

### 1. Qualifications

- Degree in graphic arts or layout at degree level.

## 2. Technical expertise

- At least 10 years' experience in design and layout of publications and multimedia production.
- At least 2 years' experience coordinating design/layout projects.
- Thorough knowledge and demonstrated experience of publishing and graphics software.
- Experience developing client/freelancer briefs for scientific/technical design projects.
- Experience in preprint production processes and liaising with printers.
- Understanding of graphical charters and typography.
- Ability to provide training in use of graphic design software.

## 3. Language skills

- Excellent English language both spoken and written.

## 4. Interpersonal skills and cultural awareness

- Good interpersonal skills and ability to work in a multi-cultural environment.
- Knowledge of Pacific Island countries and territories is an advantage.

# Salary, terms and conditions

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**Contract Duration** – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

**Remuneration** – the **Graphic Designer - Coordinator** is a band 10 position in SPC's 2021 salary scale, with a starting salary range of SDR (special drawing rights) 3,490-4,267 per month, which converts to approximately XPF 510,921-624,563 (USD 4,852-5,931; EUR 4,282-5,234). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

**Benefits for international staff employees based in New Caledonia** – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8 % of salary, to which SPC adds a matching contribution).

**Languages** – SPC's working languages are English and French.

**Recruitment principles** – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

# Application procedure

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**Closing date:** 21 February 2021 – 11:00 pm (Noumea time).

**Job Reference:** SH000043

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

All positions at SPC have specific screening questions. If you do not respond to all of the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

## Screening questions (maximum of 2.000 characters per question):

1. Explain why you think graphic design is important to SPC's mission (250 words max)
2. What are the top three questions you ask at the beginning of a new design project? (250 words max)
3. Think of a recent design project you have undertaken. Describe your work process, taking into consideration the following questions (500 words max):
  - What was the main objective of this piece of work?
  - Were there any major challenges in developing this piece? If so, how did you resolve the challenge(s)?
  - What people/processes/budgets did you manage during this project?
  - What was the client's feedback?