

## **MULTI- MEDIA GRAPHIC DESIGNER**

**DEPARTMENT: Knowledge Management**

### **JOB SPECIFICATIONS**

- Design and oversee the page layout of project plans, e-books, year plan/ books, catalogues, advertorials, magazines, country review reports, country key highlights, policy briefs, presentations, proposals, booklets, newsletter, social media banners, illustrations, and other digital and print materials that might be required within the APRM Secretariat.
- Be willing to improve designs, artwork, photography, and graphics developed by other staff members. Select, source and work on images where required.
- Determine how best to represent a Knowledge Management Product and concept visually.
- Graphic design skills and computer/technical knowledge for publication production.
- A passion and eye for latest typography and trends in design.
- Strong knowledge of typefaces and typography, design, and editorial page layout.
- Working knowledge of MS Office programs: Word, Excel, and PowerPoint.
- Ability to think creatively and be an effective problem-solver while staying on schedule.
- Design digital/online banners- work with the communications team on digital platforms: website, social media, video banners and print, etc.
- Assist in driving unique users and traffic on all digital platforms
- Determine which photographs, art, or other design elements to use
- Develop detailed timelines

### **REQUIREMENTS**

- Five plus years of experience working with above-the-line and below-the-line marketing campaigns, branding, print and digital design.
- Vast knowledge of DTP and Graphic Design.
- Up to date with latest design software (Adobe InDesign, Photoshop, basic HTML knowledge. Other Computer proficiency: - Dreamweaver or similar application, Adobe Illustrator, Graphic mail or other bulk e-mail program, Microsoft Expressions, Microsoft office suite of products. Knowledge of the above would be advantageous)
- Experience in a media and publishing environment
- The candidate must be able to meet hectic deadlines and work with various APRM reports

### **QUALIFICATION**

Diploma or Degree in Graphic Design/Art Direction

### **IMPORTANT QUALITIES, COMPETENCIES AND BEHAVIORS**

- Great attention to detail
- Young, dynamic and self-motivated
- Dependable, reliable, and very organized
- High level of spoken and written English and other African languages
- Ability to work as part of a team
- Ability to work alone and a self-starter
- Prepared to travel internationally
- Professionalism
- Communication skills
- Leadership skills
- Creativity
- Time-management skills