



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Junior E-Learning Graphic Designer
Position grade	SST UG-99
Duty station	Country Office, IOM Costa Rica
Position number	XXXXXXX
Job family	Operations
Organizational unit	10007937
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position	Country Office
Position rated on	
Reports directly to	20076419
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.</p> <p>IOM's migration learning platform, E-Campus, is an online platform that offers three different e-learning modalities: self-paced courses, tutored and bi-modal. The platform hosts free and open courses, and specialized courses offered on demand or under bi-modal (a virtual course that complements a face-to-face course) modality.</p> <p>The Platform has strengthened its capacities to develop e-learning courses in-house, without the need to hire external companies. The demand of courses is growing, and the team needs to be expanded. Consequently, there is a need to hire a technical or professional in graphic design who can provide the course designs and the requested illustrations.</p> <p>Under the overall supervision of the Western Hemisphere Program Project Coordinator and direct supervision of the E-Campus coordinator, the selected person will be responsible for the following duties:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Support the design of e-learning courses using Articulate 360 and other online course development tools (look and feel): design templates, characters, backgrounds, scenarios, and icons. 2. Receive assignments from the designer team lead and other designers. 	

3. Assist in the design of high-quality products following script indications and meet timelines on deliverables. 4. Edit existing e-learning courses 5. Design of creative visual elements consistent with IOM Brand Guidelines. 6. Support regular production and publishing of infographics, snapshots, dashboards, sitreps (situation reports), factsheets, brochures, banners, and posters that need high creativity skills in coordination with program units. 7. Performs any other duties as assigned by the immediate supervisor.	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • Technical or professional degree in graphic design or publicity from an accredited academic institution. • Knowledge in using e-learning software Articulate 360 • Knowledge in using After Effects software could be considered as an advantage • Knowledge in Migration Studies could be considered as an advantage. 	
EXPERIENCE	
<ul style="list-style-type: none"> • At least six months of experience in using Articulate 360 software. • At least six months of experience in designing e-learning courses. • At least one year working with Illustrator, InDesign and Photoshop 	
SKILLS	
<p>Excellent command of Adobe Creative Cloud especially InDesign, Photoshop, and Illustrator.</p> <p>Basic knowledge of Microsoft Office (Word, PowerPoint, Excel, and familiarity with Publisher) and Office 365 (SharePoint, OneDrive and Teams).</p> <p>Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.</p> <p>Mature professional, able to work independently and under pressure, able to maintain accuracy, paying attention to details, meeting deadlines, and working with minimal supervision.</p>	
V. LANGUAGES	
Required <i>(Specify the required knowledge)</i>	Desirable
Fluency in English and Spanish (oral and written).	French or Arabic
VI. COMPETENCIES¹	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values - all IOM staff members must abide by and demonstrate these three values:</p>	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 3*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge, and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE