

- 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 Artist - Designer** 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 Artist – Designer** will provide graphic art, illustration and design services and advice to SPC Publication and special projects. She/he will support the Graphic Designer – Coordinator with ad-hoc design tasks and projects as part of the Publishing Team's project pipeline. The role will aim at supporting SPC's corporate visual identity and delivers art and design solutions that are guided by an understanding of Pacific Island contexts and cultures.

The key responsibilities of the role include the following:

### 1. Providing graphic art, illustration and design services and advice for SPC publications and projects

- Providing high-quality graphic art services and advice to SPC programmes, including concept development, design and layout for a range of formats.
- Delivering high-quality infographics and data visualisation tools for publications and on an ad-hoc basis for divisional/corporate reports.
- Developing and/or adapting conceptual diagrams and graphs illustrating scientific data, using a range of software programmes, and adapting diagrams and graphs for various formats.
- Regularly designing icons and logos for corporate and divisional clients.
- Using Pacific design knowledge and elements to create original artwork and illustrations for divisional and corporate clients.
- Design and layout of a variety of materials for print or digital production.

### 2. Supporting the Graphic Designer – Coordinator in the coordination of design services and delivering the Publishing team's project pipeline

- Collaboratively deliver the Publishing team's large suite of cyclical and irregular corporate and programme products.
- Provide ad-hoc graphic design support to graphics projects.
- Remain familiar and up to date with internal quality control processes and workflows.

### 3. Supporting SPC's information and knowledge management processes

- Meeting corporate requirements for information and knowledge management in relation to production, distribution and archiving of publications in digital and print formats.

### 4. 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.

### 5. Supporting the delivery of interactive and digital publishing formats

- Delivering high-quality interactive and digital products for SPC staff in a timely manner.
- Training the Publishing team and SPC staff in the appropriate use of interactive tools and various digital publishing formats.

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

## Key selection criteria

### 1. Qualifications

- A graphic art, illustration or design degree.

### 2. Technical expertise

- 10 years' experience in graphic art and design of publications.

- Awareness of Pacific design and regional contexts.
- Strong knowledge of technical graphic design principles and elements.
- Thorough knowledge and demonstrated experience of graphics software e.g., Adobe Creative Suite.
- Demonstrated experience in producing infographics and using data visualisation tools.
- Experience using interactive tools and digital publishing formats e.g., eBooks, interactive forms, interactive PDFs, eLearning modules.
- Knowledge of pre-press and printing design requirements.
- Understanding of graphical charters and typography.

### 3. Language skills

- Good 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 Artist - Designer** is a band 9 position in SPC's 2021 salary scale, with a starting salary range of SDR (special drawing rights) 3,140-3,829 per month, which converts to approximately XPF 459,673-560,502 (USD 4,365-5,322; EUR 3,852-4,697). 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 bilinguism, 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:** 6 June 2021 – 11:00 pm (Noumea time)

**Job Reference:** SH000064

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. When taking on a new project, describe your step-by-step process from concept through to finalisation.
2. Describe a time when your client requested changes to the design brief half way through a project - how did you handle the situation and adapt to meet the changing needs of the client?
3. What value do you think a Graphic Artist adds to an organisation like SPC?