

- 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 27 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 coordinating all in-house and freelance design, layout and illustration functions for SPC publications and associated design products. The role will be in charge of providing technical advice and ensuring quality control/assurance processes to facilitate the production of high-quality, timely, scientific and technical publication products in a range of formats (print and digital).

The key responsibilities of the role include the following:

Coordinating graphic design, layout and illustration services.

- Working with the wider Publishing team to deliver a large suite of cyclical and irregular corporate and divisional publications and associated products.
- Coordinating design projects from conception to completion with in-house and freelance designers and illustrators.
- Managing project budgets and identifying cost savings or time efficiencies where possible.
- Managing and updating SPC's roster of preferred suppliers for design, layout and illustration services.
- Liaising with SPC's Translation team to deliver bilingual publications and products on time.
- Ensuring SPC's cost recovery processes for design services are followed.
- Facilitating and leading technical design and illustration training for internal design and communications staff.
- Assisting the Publishing Coordinator – Team Leader in refining team workflows in accordance with developed systems and technical requirements.

Ensuring a rigorous quality control process for all SPC publications and design services

- Coordinating the technical elements of the graphic design process.
- Offering technical advice to clients throughout the project lifecycle.
- Using technical design knowledge to ensure high-quality publications and associated design products are delivered according to client needs and specifications, and to SPC's brand guidelines.
- 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.

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 with SPC staff before projects begin.
- Advising SPC staff on appropriate formats and design approaches.
- Regularly liaising with freelancers on SPC's needs as well as industry best practice and any relevant training.
- Preparing and presenting training as well as other outreach materials for SPC staff on art and design at SPC and in the Pacific.

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.

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

Key selection criteria

Qualifications

- Degree in graphic design.
- Adobe-certified in InDesign, Illustrator, Photoshop and Figma.

Technical expertise

- At least 10 years' experience working as a Graphic Designer on scientific and technical publications.
- 3 years' coordination and/or project management experience in a busy corporate, NGO/IGO or agency environment.
- Demonstrable experience managing procurement, contract and administration processes.
- Experience managing a multi-cultural team.
- Demonstrable experience designing/laying out bilingual publishing products and working with a translation team.
- Strong theoretical and practical knowledge of technical graphic design principles and elements, including typography, font selection and RGB and CMYK know-how.
- Strong knowledge of pre-press and printing design requirements.
- Ability to provide training in Adobe InDesign, Illustrator, Photoshop and Figma.
- Strong knowledge of accessibility principles for design.

Language skills

- Fluent and professional communication skills in English.

Interpersonal skills and cultural awareness

- Strong interpersonal skills and ability to communicate and build relationships with clients in a busy, solutions-focused service environment.
- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted until the 10 November 2026 and is subject to renewal depending on funding and performance.

Remuneration – the **Graphic Designer - Coordinator** is a band 10 position in SPC's 2023 salary scale, with a starting salary range of 3,568–4,364 SDR (special drawing rights) per month, which currently converts to approximately XPF 540,472–660,991 (USD 4,781–5,847; EUR 4,529–5,539). 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

Closing date: 14 January 2024 – 11:00 pm (Noumea time)

Job Reference: CR000155

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

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2,000 characters per question):

1. Explain why you think graphic design is important to SPC's mission.
2. Describe a challenging project you have coordinated – what made it challenging and how did you deal with any issues?
3. Describe your experience working and managing freelance designers and creatives.