➢ 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** 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** will provide high-quality scientific and technical design services to all SPC divisions and partners and brings a strong understanding of data visualisation and accessibility to their work. The role will assist with freelance design coordination and supports SPC's corporate visual identity.

The key responsibilities of the role include the following:

Providing graphic design services and advice for SPC's publications
- Designing and laying out complex scientific and technical publications.
- Designing and styling motion graphics, illustrations and infographics.
- Designing and laying out a range of corporate and ad-hoc products, including policy briefs, factsheets, books, manuals, cookbooks, corporate reports, banners, promotional material and financial statements.
- Creating accessible formats of SPC publications.
- Keeping up to date with design technology and trends.

Interpreting complex data and creating compelling visualisations that support SPC's scientific and technical work.
- Analysing and presenting data, using a range of visualisation tools for print, web and accessible formats.
- Developing and/or adapting conceptual diagrams, charts and graphs illustrating scientific data.
- Designing interactive maps.
- Keeping up to date with new trends in data visualisation and identifying training opportunities.

Supporting the Graphic Designer-Coordinator to coordinate graphic design services
- Working with the Graphic Designer-Coordinator and the Publishing Coordinator-Team Leader to deliver high-quality scientific and technical publications and communication products.
- Liaising and working with a Preferred Supplier roster of freelance designers, desktop publishers and illustrators.
- Providing quality control to outsourced design projects.
- Supporting the Graphic Design - Coordinator in delivering workflow improvements and team/client training.

Supporting SPC's visual identity and adhering to its publishing and information knowledge management policies
- Providing design and layout support for maintenance of SPC's visual identity, advising programmes about these guidelines, and applying them in design work.
- Maintaining strong internal stakeholder relationships with SPC's corporate communications team and remaining informed about brand strategy, presentation and guidelines.
- Has a clear understanding of SPC's publishing and information management policies and always adheres to them.

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

- 8 years' experience as a graphic designer.
- 3 years' experience working with data visualisation tools (e.g. Datylon/Illustrator, Microsoft Power BI, DataWrapper etc.).
- Ability to think creatively and deliver clever, contemporary concepts.
- Demonstrable experience designing/laying out bilingual publishing products and working with a translation team.
- Demonstrable experience translating complex data into engaging visualisations.
- Ability to work independently and within a team, and show initiative.
- Ability to meet tight deadlines and manage multiple projects simultaneously.
- Strong theoretical and practical knowledge of technical graphic design principles and elements for print and web, including typography, font selection and RGB and CMYK know-how.
- Strong attention to detail and ability to self-check work.
- Strong working knowledge of the Microsoft Office 365 suite, especially PowerPoint, Excel and Word.
- Knowledge of pre-press and printing design requirements.

Language skills
- Fluent 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 for 3 years and is subject to renewal depending on funding and performance.

Remuneration – the **Graphic Designer** is a Band 9 position in SPC's 2023 salary scale, with a starting salary range of 3,209–3,915 SDR (special drawing rights) per month, which currently converts to approximately XPF 486,099–593,079 (USD 4,300–5,246; EUR 4,074–4,970). An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be 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 begiven 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: CR000157

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. Describe your most challenging design project so far – which challenges did you face and what did you learn?
2. What do you do to continually improve your design skills and knowledge?
3. Describe at least one data visualisation project you have done – what process did you follow and what tools did you use?