

JOB DESCRIPTION

Department: Administration & Finance Department
Post: Infographics Designer
Classification: General Service
Term: Fixed-term appointment for one year

General Duties:

Under the overall supervision of the Administration & Finance Department Director and direct supervision of the Information & Public Relations (IPR) Officer, the Infographics Designer interprets the Secretariat's needs and designs solutions with high visual impact. He/She provides graphic and creative assistance for the visual and graphic assets of the organization to support communication activities in the area of IPR to raise the visibility of the organization among stakeholders.

Responsibilities:

- Support the organization in developing concepts, graphics, and layouts for product/service illustrations, websites, presentations, and other materials and publications;
- Create visual materials and ensure the utility, readability, and impact of the infographics created;
- Assist in IPR-related matters that create greater awareness of the organization;
- Prepare agreements and correspond with relevant stakeholders on publications, IPR, or procurement matters; and
- Perform other duties as may be assigned by the IPR Officer, Administration & Finance Department Director, or Secretary-General.

Minimum Qualifications:

- Proven graphic design experience;
- Relevant recognized degrees such as a degree in graphic design or other art and design subjects, while other professional qualifications may be accepted; and
- Communication skills in English, the official working language of the APO, and in Japanese.