

Visual Designer (web and print)

Place of work	Basel, Switzerland
Employment rate:	40-50%
Start date:	Ideally 1 March 2018, or as soon as possible
Contract type:	1-2 years, with possibility of transformation into an open-ended contract

Basel Institute on Governance

Headquartered in Basel, Switzerland, with presence also in Kenya, Malawi, Peru and Tanzania, the Basel Institute on Governance is a not-for-profit anti-corruption organisation specialised in corruption prevention and public governance, compliance and Collective Action, criminal law enforcement and the recovery of stolen assets. Our international and multi-disciplinary team of experts works around the world with partners in the public and private sector providing technical assistance and capacity building, teaching and conducting applied research. The working language of the Institute is English.

The IT unit is responsible for developing, designing and maintaining IT related products including the Institute's web presence, e-learning courses and other web based tools. Furthermore, the IT unit supports the Institute's other operational departments in designing and developing department-specific print and web projects.

Responsibilities

The Visual Designer is a member of the Basel Institute's IT unit. (S)he will work under the direct supervision of the Senior E-learning & Web Specialist and in close collaboration with the Institute's Communications Officer and the Web/E-learning Designer. The Institute's overall external and internal communications are managed by the Head of Operations in close cooperation with the Institute's Managing Director.

We are looking for a visual design specialist to help shape and improve the Institute's visual appearance and communication. (S)he shall create, make use of, and consistently integrate relevant digital and print media for reinforcing the attractiveness and effectiveness of the Institute's operational and communications products and services. Specifically, this approach shall be applied to:

- The Institute's website, which is its primary information source for the general public, clients, partners, donors and the media.
- Other department-specific web tools, services and information resources
- E-learning products developed to enhance the skills and competencies of relevant stakeholders involved in the task of tracing and recovering stolen assets across international borders
- The Institute's annual (narrative) report for public relation purposes
- The Institute's Working Paper series and other printed knowledge products, which showcase the Institute's leadership role in preventing and combating corruption
- Brochures and flyers advertising the Institute's services and products
- Institute working templates (letterhead, business cards, PowerPoint presentation and reports) in line with the corporate design

The candidate is expected to have a strong design background and an ability to translate complex concepts and processes into clear and concise visual elements and interactive animations in accordance with the Institute's corporate design.

Skills and qualifications

(S)he should have:

- Either a completed university or technical university degree in design, multimedia or equivalent experience, or close to the end of studies that lead to such a degree and wishing to work part-time along side the studies
- Excellent knowledge of Adobe CC suite (Photoshop, Illustrator, InDesign)
- Expertise in the use of Microsoft Office products (Word, PowerPoint, Excel)
- Proficiency in HTML, CSS, and JavaScript for rapid prototyping
- Skilled in creating and integrating motion graphics and animations
- Basic skills in video production is an advantage
- Basic experience in operating and maintaining a content management system (CMS) are an advantage
- Good written and oral English skills; proficiency in other languages, German or an official UN language is an advantage

(S)he should be:

- Able to accept and manage feedback and thereafter rapidly prototype accordingly
- A team player and also work independently with minimal supervision and guidance
- Motivated to learn new technologies, tools and programming frameworks
- A self starter with a proactive approach to solving multifaceted visual communication challenges
- Outgoing and self-motivated, and capable of working under pressure, with flexible and often quickly changing priorities, and a keen interest in working within an international team

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please send your written application (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in one PDF file), at your earliest convenience, but no later than **7 January 2018** by email to: **application@baselgovernance.org**

For further information about the position, please contact Mr Peter Huppertz, Senior E-learning and Web Specialist, Basel Institute on Governance (peter.huppertz@baselgovernance.org).