

## Visual Designer – web and print (50-60%)

Job title:	Visual Designer
Place of work:	Basel, Switzerland
Employment rate:	50-60%
Start date:	1 February 2020, or as soon as possible
Contract type:	Open-ended

### Basel Institute on Governance

The Basel Institute on Governance is an international and independent not-for-profit organisation working worldwide with the public and private sector to counter corruption and other financial crimes and to improve the quality of governance. As a Swiss foundation with headquarters in Basel, the Basel Institute maintains field operations in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

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. The IT unit also supports the Institute's other operational departments in designing and developing 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 Team Leader IT and eLearning, and in close collaboration with the Web Developer and the Institute's Communications Officer. 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 Basel 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 created to support the Basel Institute's mandate to prevent and combat corruption, foster good governance and support the recovery of stolen public assets.
- eLearning 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 annual (narrative) report for public relations purposes.
- The Basel Institute's Working Paper series and other printed knowledge products that showcase its leadership role in preventing and combating corruption.
- Brochures, flyers and posters advertising the Institute's services and products.

- Working templates (letterhead, business cards, PowerPoint presentations and reports) in line with corporate design principles.

### **Skills and qualifications**

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. (S)he should have:

- A university or other relevant degree in design, multimedia or equivalent experience.
- Excellent knowledge of Adobe Creative Cloud 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 are an advantage.
- Basic experience in operating and maintaining a content management system (CMS) is an advantage.
- Good written and spoken English skills; proficiency in German or another official UN language is an advantage.

(S)he should be:

- Able to accept and manage feedback and thereafter rapidly prototype accordingly.
- A team player but also able to work independently with minimal supervision and guidance.
- Motivated to learn new technologies and tools.
- 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 in 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 and contact details of three professional references), at your earliest convenience, but no later than **15 January 2020**, by email to: [application@baselgovernance.org](mailto:application@baselgovernance.org).

For further information about the position, please contact Mr Peter Huppertz, Team Leader IT and eLearning, Basel Institute on Governance ([peter.huppertz@baselgovernance.org](mailto:peter.huppertz@baselgovernance.org)).