



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

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Consultancy Vacancy with UNISDR	
Date of issue: 18 August 2014	ISDR/C/21/2014

Title: Consultant (Web Designer – visual design)

Duty station: Virtual

Duration: Two months

Deadline for applications: 01 September 2014

Assignment start date: 01 October 2014

United Nations Core Values:
Integrity • Professionalism • Respect for diversity

Background:

Created in December 1999, the United Nations Office for Disaster Risk Reduction and secretariat of the International Strategy for Disaster Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has around 100 staff located in its HQ in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as Prevention Web, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction.

Organizational Setting and Reporting Relationships:

The Consultant will work under the direct supervision and report to the ISDR-Information Management Unit Senior Information Management Officer, in collaboration with other IMU colleagues and the ISDR Communications Unit.

Duties and Responsibilities:

The Information Management Unit of the ISDR Secretariat in Geneva has been tasked with the redesign of the PreventionWeb websites and other sub sites in preparation for the Third UN World Conference on Disaster Risk Reduction (WCDRR).

Based on a thorough evaluation of internal communications requirements, the successful development of this project requires:

- Development of additional elements based on existing visual design patterns
- Design of new templates in line with an identified visual design direction and branding of the websites (e.g. PreventionWeb, WCDRR, Making Cities Resilient and its Marketplace)
- Development of a supporting style guide

Work implies frequent interaction with the following:

Program Officers and other information management specialists throughout the UNISDR, other UN agencies, Government offices, Universities and NGOs. Information management staff and managers in user offices and other user clients, including external users (e.g. governments, international organizations, etc.).

Results Expected:

- Visual design brief based on input from UNISDR staff
- PreventionWeb – new visual design elements based on current brand logo and template design
- 10 visual design templates for the redesigned PreventionWeb
- Template(s) designed support the Resilient Cities Marketplace development
- Style guide supports and guides designers and developers on future visual design revisions and implementation (across relevant sites)

Competencies:

- **Professionalism-** Proven experience in creating Visual design and style guides for large scale websites.
- **Planning and Organizing-** Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner, working to tight deadlines.
- **Technological Awareness-** Fully proficient computer skills, particularly in using relevant information databases, internet services, contact sources.

Education: University degree in graphic arts, design or other related field, or an equivalent number of years of directly related professional experience.

Experience: A minimum of 5 years of working experience in development of visual designs for large scale websites.

Language skills: Fluency in written and spoken English

How to apply

Qualified candidates should send the following documentation per email to isdr.vacancies@un.org:

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment as well as links to online portfolio.
2. P11 Form (Personal history form) can be downloaded at: <http://www.unisdr.org/who-we-are/vacancies>).

When sending the documents, include your complete name and the vacancy number for this consultancy in the subject (UNISDR/C/21/2014).

Please note that applications received after the deadline will not be accepted. Applicants will be contacted only if they are under serious consideration. The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.