

Job Title: Communications Assistant-Graphic Designer (SSA5)

Requisition ID **830761** - Posted - **Short Term-SSA WFP - Asia, Southern - Sri Lanka - Colombo - (English) - COMMUNICATIONS**

WFP encourages female candidates and people with disabilities to apply.

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis.

We are committed to promoting diversity and the principle of equal employment opportunity for all our employees and encourages qualified candidates to apply irrespective of religion or belief, ethnic or social background, gender, gender identity and disability.

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger (SDG 2) in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need. WFP has been present in Sri Lanka since 1968 providing assistance to the country in emergency situations and conducting protracted recovery interventions in the aftermath of man-made disasters such as the 27-year conflict and recurrent natural disasters (droughts and floods/landslides). The country's ongoing economic crisis -- the worst in decades -- has triggered a spike in the cost of living, along with lost jobs and reduced incomes. Coupled with the lingering effects of COVID-19 and impacts of climate change, the country is experiencing a concerning high level of food insecurity. These challenges threaten to reverse years of development gains, undermining the country's ability to achieve the Sustainable Development Goals (SDG). Even before the ongoing crisis and the COVID-19 pandemic, Sri Lankan women and children had very high rates of malnutrition: 17 percent of children under 5 were too short for their age (stunted) and 15 percent were too thin for their height (wasted), a figure which is considered 'very high' in WHO classifications. The current economic crisis will likely aggravate this further. WFP commenced its second-generation five-year Country Strategic Plan (CSP) for the period 2023 – 2027 (CSP 2018-2022) which aims to address immediate food and nutrition needs while building medium to long-term solutions through four strategic outcomes.

TERMS AND CONDITIONS

Position Title: Communications Assistant-Graphic Designer

Contract Type: Special Service Agreement (SSA-5)

Contract Duration: 6 Months

Duty Station: Colombo Sri Lanka

Nationality: Sri Lankan only

Remuneration: Attractive remuneration package following UN policy including salary and medical insurance

DEADLINE FOR APPLICATIONS

22 December 2023

JOB PURPOSE

Perform specialized communication services, including producing audio visual materials, capturing photos and videos, graphic design, basic translations and general administrative processes that support the creation and delivery of

communications content and services that meet WFP's objectives for visibility and fundraising. Perform specialized communication services, including producing audio visual materials, capturing photos and videos, graphic design, basic translations and general administrative processes that support the creation and delivery of communications content and services that meet WFP's objectives for visibility and fundraising.

KEY ACCOUNTABILITIES (not all-inclusive)

Work under the supervision of the Communications Officer, with input and guidance from the Communications Associate to:

1. Produce audio visual materials, including traveling to the field to capture photographs and footage, and creating videos.
2. Design visibility materials such as social media posts, posters, banners, merchandise, etc.
3. Provide graphic design support to programme units, to produce visibility and other materials when required.
4. Support in the smooth functioning of WFP social media accounts, including designing social media posts under guidance, publishing posts, and monitoring and responding to comments.
5. Provide coordination and administrative assistance, including assisting with special events, to support staff in the development and execution of communication campaigns.
6. Support in the translation of communication products.
7. Collate data and information to support the compilation of reports related to the performance of communication campaigns.
8. Support the Communications Unit in monitoring traditional and social media to report information related to WFP.
9. Manage and update internal records, including WFP's photo repository and donor visibility records, to ensure the information is accurate, organised and easily accessible.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

Language: Fluency in both oral and written communication in English and local languages

Experience: Five (5) years of progressively responsible experience with one year at the lower grade level

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Minimum 1 year experience in developing audio visual content using appropriate software such as Adobe Illustrator, Adobe Premier Pro, etc.
- Familiarity with managing popular social media platforms (Facebook, Twitter and Instagram) and monitoring trends/performance.
- Has demonstrated an ability to perform routine communication techniques and activities in line with WFP's operating standards through day-to-day work.