Job Description

Position Title
Graphic Designer

Duty Station
Jawalakhel, Lalitpur, Nepal

Duration
One Year (including a three-month probation period)

Working Hours
Full Time

Application Closing Date
22 February 2022

Background

ChildSafeNet is a non-profit non-governmental organisation, established with a mission to make digital technology safer for children and young people. ChildSafeNet works with children, young people, parents, schools, colleges, government, the media, the private sector, NGOs and international organisations. We work to raise awareness on safer use of the internet and digital devices to protect children and young people from internet addiction, online sexual abuse and exploitation, cyber-bullying, phishing, gaming addiction and to promote digital literacy.

Purpose

The Graphic Designer works with ChildSafeNet's communication team. The job description includes visualising and creating graphics including illustrations, logos, layouts and photos. In order to develop visual stories, the Graphic Designer contributes original and creative ideas for graphics content development and collaborates with content writers to ensure that graphics designs are in line with the contents. The Graphic Designer regularly develops graphic designs for ChildSafeNet's website, social media pages and print materials, and shapes the visual aspects of websites, social media posts, books, magazines, product packaging, exhibitions and more.

Description of Duties

- Prepare and plan design concepts by gathering relevant information and materials in line with the organisational design style guide
- Illustrate concepts by ideating layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts using appropriate graphics design software
- Complete projects by coordinating with outside agencies, art services, printers, etc., as required
- Maintain technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies
- Contribute to the team effort by accomplishing related results as needed
- Perform other duties assigned by the supervisor
Qualifications and Experience

- Proficiency in using graphics design & digital publication software packages (e.g., Photoshop, InDesign, Illustrator, Canva, Dreamweaver and MS Publisher)
- Experience in developing graphic designs for websites, social media pages and print media, desirable
- Familiarity with special effects, 3D and compositing, desirable
- Knowledge of video editing, desirable
- Creative mind and visual storytelling skills
- A creative flair and a strong ability to translate requirements into design
- A good portfolio of illustrations or other graphics
- Knowledge of timing, motivation and continuity

Personal Attributes

- A strong commitment to protection of children and young people
- Willingness to learn and keep abreast of the latest developments in the field of cyber safety for children and young people
- Ability to think analytically, strategically and critically, and outside-of-the-box
- Creativity, flexibility and attention to detail
- Sound planning and organisational (including self-management and time-management) skills
- Excellent timely communication manner – online, telephone and face-to-face
- Excellent interpersonal skills and ability to operate effectively across organisational boundaries
- Ability to take own initiatives and work as a part of the team in a multicultural environment
- Ability to plan assigned work, respond to tight deadlines and multi-task
- Ability to maintain confidentiality of information and informants
- Sensitivity to gender, ethnicity and children and young people in difficult circumstances

Application Process

Interested applicants are requested to submit applications with a statement on how they can contribute to this role, a curriculum vitae, a recent photograph and a portfolio with at least four graphic design creations to info@childsafenet.org, by 22 February 2022, with "Graphic Designer" as the subject. The successful candidate MUST be available to commence work within two weeks of receiving the employment offer. The employment is conditional upon receipt of two references and a successful background check.

Salary and Benefits

Rs. 20,000 – 35,000 according to the skills and experience plus benefits as per the organisational rules

Equal Opportunity

ChildSafeNet is an equal opportunity organisation. This vacancy is open for all, regardless of the applicants' gender, ethnicity and socio-economic backgrounds.

Child Safeguarding

ChildSafeNet is committed to protection of children and young people from abuse and exploitation. The Graphic Designer's work may include direct contact with children and young people, in-person or online. Everyone associated with the organisation needs to abide by ChildSafeNet's child safeguarding and anti-harassment policies.