# Person Specification

**Job Title:** Content Design Officer  
**Programme:** Development and Communications  
**Job Reference No:** AD1161  
**Grade:** E

## QUALIFICATIONS / EDUCATION

**Essential:**
- Degree or equivalent in relevant field e.g. graphic design, communications, multimedia  
  OR:  
- At least one year's relevant experience in a communications role  

**Desirable:**
- Further qualification or training in multimedia journalism and/or video production/animation/graphic design

## EXPERIENCE

**Essential:**
- Demonstrable experience of creating impactful digital and print communications material  
- Demonstrable experience of producing high quality graphic design  
- Demonstrable experience of creating high quality animations and infographics  
- Experience of creating and managing digital content  

**Desirable:**
- Experience of planning, creating and editing high quality video content for a variety of platforms and audiences  
- Experience of promoting branding guidelines internally  
- Experience of building effective working relationships both internally and externally  
- Experience of managing and growing social media accounts  
- Experience of managing websites

## SKILLS

- The ability to design/produce professional looking documents, publications, and branded materials  
- Demonstrated ability to present complex concepts in ways that are understandable and to create engaging visual content without losing accuracy  
- Excellent spoken and written English  
- Excellent communications skills, both written and verbal  
- Essential: Adobe InDesign, Adobe Illustrator, Canva, Adobe Photoshop, Powerpoint  
- Desirable: Adobe Premiere Pro, and Motion graphics/Adobe After Effects
**TYPE OF PERSON REQUIRED**

Passionate about conservation and the environment, the successful candidate will have a strong eye for design and a flair for visual storytelling. With a meticulous attention to detail and quality, they will excel in creating impressive and compelling visual content for UNEP-WCMC.

They will thrive in a fast-paced working environment with multiple deadlines and demands. A collaborative team player, they will be happy to share ideas, take constructive feedback and support additional work when required.

**OTHER RELEVANT INFORMATION**

This is not a United Nations post.