

**United Nations High Commissioner for Refugees (UNHCR)
Representation in Thailand**

**Vacancy Announcement VA14/2022
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

Title of Post	Tele Fundraiser (Graphic Design Support)	Category/grade	N/A
Post Number	N/A	Type of contract	Local Individual Contractor Agreement (UNOPS)
Location	Bangkok, Thailand	Date of Issue	14 June 2022
Effective date of assignment	As soon as possible	Closing Date	30 June 2022

Availability of the Post: As soon as possible

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern (POC).

Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources from the private sector for refugees and POC. UNHCR has developed a Private Sector Fundraising Strategy focusing on both Individual Giving and Private Philanthropy, identifying priority fundraising markets and regions.

Tele Fundraiser (Team Assistant- Graphic Design) is responsible for assisting the concerned supervisor and In House Tele-fundraising and Individual Giving teams to develop graphic design materials to support the teams to acquire about 11,000 recurring donors within budget given so that the programmes achieve the goal in generating sustainable income for UNHCR Thailand Multi-Country Office.

Scope of Assignments

The main objective of this LICA is to assist in creating graphic design to promote and support In House Tele-fundraising and Individual Giving programmes. The following is a list of responsibilities for this LICA:

- Deliver creative and innovative ideas of text-based communications materials of the in-house tele-fundraising and Individual Giving teams such as recruitment ads, UNHCR information, fundraising scripts, fundraising campaign package and etc into appealing visual graphic design materials.
- Assist teams in developing and editing artworks, photos, videos and other graphic elements communication assets that engage with various types of audiences in different platforms for

example, social media, print, web and interactive according to communication plans and activities.

- Work closely with Digital Content Coordinator to produce and edit photo, video, and audio assets for UNHCR Thailand's website, and social media such as Facebook, YouTube, Instagram, Tik Tok, and podcasts to support fund and awareness raising activities.
- Support in developing interactive contents from concepting and creating storyboards, video filming, audio recording, and editing including subtitle embedding.
- Ensure the design adheres to UNHCR style, guidelines, and brand book; specifically, regarding the font, color, and correct use of the UNHCR logo.
- Perform other duties as required.

Copyright

- The copyright of artwork and assets will belong to UNHCR.

Monitoring and Progress Controls

- The individual contractor will work in UNHCR, PSP's office under the direct supervision of Associate PSP Officer. The contractor is required to develop graphic design materials; videos and/or graphics with a minimum of 5 pieces per week or completely perform other duties as required.

Qualifications and Experiences Requirements

- Diploma or degree in communication, marketing, graphic design, or related fields
- No work experience required
- Experience in using Adobe Creative Apps- Illustrator, Premiere, Photoshop, and InDesign including Microsoft Office.
- Familiar with the best practices of graphics design and other digital content formats on different social media platforms.
- Ability to work in a fast-paced working environment, flexible, and able to adapt quickly in an emergency or to new issues, topics, and approaches.
- Interest in global situations especially in refugees and displacement crisis

Submission of Applications:

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: leangpra@unhcr.org by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

[According to UNHCR Administrative Instruction on COVID-19 Vaccination and related Safety Measures](#), candidate(s) selected for the position will be requested to provide proof of COVID vaccination during the medical clearance process. Failure to provide an acceptable proof of COVID vaccination may disqualify the candidate from being appointed to the position.

P.11 form can be downloaded from:

https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and

https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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Distribution:

- All UNHCR staff members in Thailand
- UN organizations in Thailand
- Specialized Agencies
- Diplomatic Missions
- International NGOs
- Non-government Organizations
- Embassies