

FIJIAN ELECTIONS OFFICE

JOB DESCRIPTION: GRAPHICS DESIGN ASSISTANT (C5/2019)

CORPORATE INFORMATION

1. Position Level: Assistant (Ongoing, Core HQ Staff)
2. Salary Range: FJ\$17,000 to FJ\$27,000 per annum.
3. Duty Station: Suva, limited travel to provinces and districts may be required.
4. Reporting Responsibilities:
 - a) **Reports to:** Manager Procurement & Asset Management
 - b) **Liases with:** SOE, FEO Directors, stakeholders
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position is responsible for providing graphic design services to all areas of the FEO, in order to ensure that information materials are clear, consistent and meet FEO and stakeholder needs.

KEY DUTIES

This position will achieve its purpose through the following key duties. Working with the relevant staff and stakeholders, in accordance with legislative requirements and the operational needs of the FEO:

1. Provide timely and expert advice on all graphic design and layout of information materials of the FEO;
2. Layout and design materials for staff, stakeholder information and public awareness;
3. Ensure that key design material deadlines are met;
4. Ensure that the stakeholder information on the website is attractive, accurate and meets the needs of the FEO and stakeholders.
5. Provide input to key sections of the corporate and operational plans;

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All stakeholder design materials completed and delivered as planned and budgeted;
2. All stakeholder materials are attractive and well designed and meet legal requirements and stakeholder needs;
3. Stakeholder content on the Web site is maintained, with attractive, factual and legislatively correct materials.

PERSON SPECIFICATION

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Qualification, Knowledge & Experience

1. At least 3 years (post qualification) experience providing graphic design services for publication of materials ;
2. Understanding of different communication media and design requirements to meet stakeholder needs;
3. Understanding of the different demographic groups in Fiji society, their differing information needs and graphic design approaches to meet these needs ;
4. Understanding of the Fijian Constitution (2013) and applicable electoral and media laws of Fiji;
5. Understanding of teams and how to work as part of a team;
6. Knowledge of Fijian culture and customs.

Qualification

University Diploma or Trade Certificate in Graphics Designing. Relevant experience and knowledge in Pre-press, Printing Technology and Digital advertising and Software (Adobe InDesign, Illustrator, Photoshop and Lightroom) would be highly regarded.

Skills and Abilities

1. Highly developed graphic design skills, and the ability to design information materials to meet a wide range of community needs;
2. Capacity to utilise computer programs (particularly graphic design software) to support the operations of complex organisation;
3. Demonstrated ability to follow instructions and to meet tight and immovable deadlines and to work as part of a team;
4. High level written and oral communication skills;
5. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Political Neutrality

All applicants for employment in the Fijian Elections Office (FEO) must be in sound health, with a clear police record and be politically neutral. The successful applicant will be required to provide a police clearance report.

The Fijian Elections Office (FEO) operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the FEO and cannot be considered for employment.