TERMS OF REFERENCE:

Position Title:	Visual Communications Specialist		
Eligibility	Open to Indonesians only	**Location:**	Surabaya with remote work permitted
Position Type:	Fixed Term	**Term:**	24 months plus possible extension
Reporting To:	Head of Communications	**Start Date:**	June 2021

1. BACKGROUND OF THE PROJECT AND ASSIGNMENT

The Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA) is a development partnership between the Government of Australia (Department of Foreign Affairs and Trade, DFAT) and the Government of Indonesia (Bappenas). The multi-year development partnership aims to accelerate poverty reduction through promoting inclusive economic growth.

2. PURPOSE OF THE POSITION

PRISMA is in the process of modernising the way in which it communicates visually. As a new strategy for the program gets underway, the program is looking for skilled candidates who can translate its messages and stories into compelling graphics and designs for a range of products.

The Communications Team is therefore looking for a talented Visual Communications Specialist with expertise in graphic design, branding and digital communication to join the team.

3. TASKS AND RESPONSIBILITIES

The role includes the following responsibilities

-   Work closely with the Head of Communications and Communications Team to develop a new suite of communications products, materials and visual identity guidelines for the program
-   Play a key role in the development of templates and products for online use
-   Lead the implementation of these guidelines across PRISMA's external and internal communications portfolio
-   Create infographics, GIFs, videos and other digital design products according to need and direction from the Head of Communications
-   Provide technical design advice to the team regarding layout, corporate design and identity
-   Provide a quality assurance function with regard to all visual communications materials and tools, ensuring that they comply with PRISMA's brand identity
-   Work closely with the Communications Specialist - Content to ensure timely production of all visual media according to the needs of campaigns and country deliverables
-   Provide consistently engaging and interesting design products that are interesting and creative, using new styles and trends where appropriate and relevant to objectives
    Work closely with the Junior Communications Specialist to help coordinate digital media campaigns, manage live chats and online forums and channels
-   Support the Communications Team with communications operations, such as organising and filing photos, sharing and uploading videos to shared platforms and organising best practice in design and all visual media.

4. KEY SELECTION CRITERIA

1. Masters-level degree in communications, media or design, or a related field.

2. Significant demonstrated experience in graphic design, visual communications or branding
3. Excellent graphic design and creative skills, with experience coordinating projects with multiple stakeholders
4. Ability to guide and provide technical advice to the communications team and other PRISMA staff
5. Proficiency in all Adobe programs, coding and social media experience an advantage
6. Excellent command of English and attention to detail
7. Can-do attitude, willing to work hard and contribute to a great team spirit
8. Familiar with donor/government project or previous experience in producing materials for international channel outlets is an advantage.

5. FUNCTIONAL RELATIONSHIPS

The Visual Communications Specialist will report to the Head of Communications.

6. APPLICATION

Application closes on **15th August 2021.**

Please apply via this link: **Visual Communications Specialist**

Female candidates and people with disabilities are strongly encouraged to apply.

- Should you experience any issues logging in or submitting your CV, or if you have any questions, please contact: recruitment@aip-prisma.or.id.