International Organization for Migration (IOM)
The UN Migration Agency

SVN-2024-023

Position Title	:	**E- Learning Assistant (Graphic Design) (2 positions)**
Duty Station	:	**San José, Costa Rica**
Classification	:	**SST G4 - Gross Monthly Salary CRC 792.461,54**
Type of Appointment	:	**Special Short Term**
Estimated Start Date	:	**As soon as possible**
Closing Date	:	**May 03th, 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates

2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM's global E-Campus initiative is operated out of IOM Costa Rica's country office. The E-Campus team develops, hosts, and supports online training for external audiences, including beneficiaries, partners, and stakeholders worldwide, at the request of IOM Missions. IOM E-Campus has strengthened its capacity to develop e-learning courses. However, the demand for courses and the team is growing.

Under the direct supervision of the Coordinator (E-Learning Graphic Design) and the overall supervision of the National Officer (E-Campus) the E-Learning Assistant (Graphic Design) will be responsible and accountable for:

Responsibilities and Accountabilities

1. Support the design of high-quality products following indications and meeting timelines on deliverables.

2. Support the design e-learning courses using Articulate 360 and other online course development tools, such as design templates, characters, backgrounds, scenarios, and icons.

3. Edit supporting material/media into courses (audio, video, resources, etc.)

4. Receive assignments from the design team lead and other designers.

5. Support the design creative elements that follow established e-learning design standards and OIM branding guidelines.

6. Participate in meetings as required.

7. Performs any other duties as assigned by the immediate supervisor.

Required Qualifications and Experience

The incumbent is expected to demonstrate the following technical and behavioral competencies:

EDUCATION AND EXPERIENCE
EDUCATION
- Professional, or holding Technical degree in Graphic Design, Publicity or similar, with 2 years of relevant professional experience.
- Or
- Completed High School with four years of relevant professional experience.

EXPERIENCE
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- At least six months of experience in using Articulate 360 software.
- At least six months of experience assisting in the development of graphic materials for e-learning.
- At least one year of experience working with Illustrator, InDesign, and Photoshop.

Skills
- Takes responsibility and manages constructive criticism.
- Able to work independently and under pressure, able to maintain accuracy, paying attention to details, meeting deadlines, and working with minimal supervision.
- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.
- Excellent command of Adobe Creative Cloud especially InDesign, Photoshop, and Illustrator.
- Knowledge of Articulate 360.
- Proven ability to produce quality work accurately and concisely according to set deadlines.

Languages: Fluency in English and Spanish (oral and written) is required.

Competencies[1]
The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
Courage: Demonstrates willingness to take a stand on issues of importance.
Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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[1] Competencies and respective levels should be drawn from the Competency Framework of the Organization.

CORE COMPETENCIES - Behavioural indicators – Level 1

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

How to apply:

The candidate should send his/her application through the following email cosanjosevacancies2@iom.int using as Subject:
"SVN-2024-023 E-Learning Assistant (Graphic Design) G4"

The application must include:

- Curriculum with 3 references.
- Letter of interest.
- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by May 03th2024. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.

Only short-listed candidates will be contacted.

You can check the Post Description on https://costarica.iom.int/es/vacantes.

The International Organization for Migration (IOM) does not discriminate on the basis of disability, age, gender identity and expression, sexual orientation, nationality, racial identity, religious beliefs, among others. IOM is committed to a diverse and inclusive environment and therefore its staff come from a wide range of socio-economic backgrounds and world

perspectives. Candidates from women, people of African descent and LGBTIQA+ people who are qualified and meet the requirements of each vacancy are especially encouraged.

La Organización Internacional para las Migraciones (OIM) no discrimina por motivos de discapacidad, edad, identidad y expresión de género, orientación sexual, nacionalidad, identidad racial, creencias religiosas, entre otras. La OIM está comprometida con un entorno diverso e inclusivo y por ello su personal proviene de una amplia gama de entornos socioeconómicos y perspectivas del mundo. Se alienta especialmente las candidaturas de mujeres, personas afrodescendientes y personas LGBTIQA+ que se encuentren cualificadas y cumplan los requisitos de cada vacante.