



International Organization for Migration (IOM)
The UN Migration Agency

TERMS OF REFERENCE

FOR THE CONSULTANCY CONTRACT OF: Junior E-Learning Graphic Designer – E-Campus

1. **Duty Station of the Consultancy:** San José, Costa Rica
2. **Duration of Consultancy:** five months (starting on August 01st)
3. **Nature of the consultancy:** Junior E-Learning Graphic Designer – E-Campus (Category ‘A’)

4. **Project 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 migration learning platform, E-Campus, is a global online platform that offers courses in three different e-learning modalities: self-paced courses, tutored and bi-modal. The platform hosts free and open courses, and specialized courses offered on demand or under bi-modal (a virtual course that complements a face-to-face course) modality.

IOM E-Campus has strengthened its capacities to develop e-learning courses in-house, without the need to hire external companies. The demand of courses and the team are growing. Consequently, there is a need to hire a junior capacity building assistant who can support the Content Team and ensure the technical accuracy and quality standards of the courses.

5. **Organizational Department / Unit to which the Consultant is contributing** E-Campus (code under confirmation due to PRIMA current application).

6. Category A Consultants: Tasks to be performed under this contract:

- a. Support the design of e-learning courses using Articulate 360 and other online course development tools (look and feel): design templates, characters, backgrounds, scenarios, and icons.
- b. Receive assignments from the designer team lead and other designers.
- c. Assist in the design of high-quality products following script indications and meet timelines on deliverables.
- d. Edit existing e-learning courses
- e. Design creative visual elements consistent with IOM Brand Guidelines.
- f. Support regular production and publishing of infographics, snapshots, dashboards, sitreps (situation reports), factsheets, brochures, banners, and posters that need high creativity skills in coordination with program units.
- g. Performs any other duties as assigned by the immediate supervisor.

7. Performance indicators for the evaluation of results

Values

- a. Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- b. Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- c. Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

Competencies

- a. Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- b. Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- c. Managing and sharing knowledge continuously seeks to learn, share knowledge, and innovate.
- d. Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- e. Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

8. Education, Experience and/or skills required

Education:

- a.** Technical or professional degree in graphic design or publicity from an accredited academic institution.
- b.** Knowledge in using e-learning software Articulate 360.
- c.** Knowledge in using After Effects software could be considered as an advantage.
- d.** Knowledge in Migration Studies could be considered as an advantage.

Experience:

- a.** At least six months of experience in using Articulate 360 software.
- b.** At least six months of experience in designing e-learning courses.
- c.** At least one year working with Illustrator, InDesign and Photoshop.

Skills:

- a.** Excellent command of Adobe Creative Cloud especially InDesign, Photoshop, and Illustrator.
- b.** Basic knowledge of Microsoft Office (Word, PowerPoint, Excel, and familiarity with Publisher) and Office 365 (SharePoint, OneDrive and Teams).
- c.** Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.
- d.** Mature professional, able to work independently and under pressure, able to maintain accuracy, paying attention to details, meeting deadlines, and working with minimal supervision.

Languages:

- a.** Fluency in English and Spanish (oral and written).
- b.** Other IOM official language (French or Arabic).

9. Travel required

Temporary Duty Travel (TDY) does not apply for this position.

Submission of application

The candidate should send his / her application through the following email COSanJoseVacancies2@iom.int, using as Subject “**Junior E-Learning Graphic Designer – E-Campus**”

The application must include:

- Curriculum with three 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 **July 11, 2022**. No applications will be considered after this date.
Shortlisted candidates will be invited to an interview.