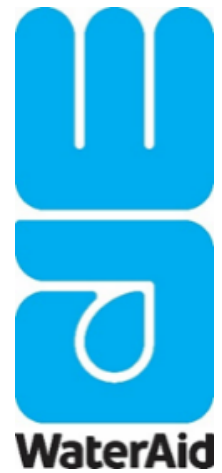
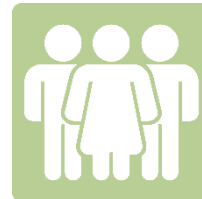


Job description: Associate – Graphics Design

WaterAid Bangladesh



All staff members in WAB are committed and accountable to its vision, mission and values in place; and will abide by the same in their actions.



Our mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene.



Our vision is a world where everyone, everywhere has safe water, sanitation and hygiene.

Our values define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid – who we are, what we do and how we do it:

Respect



WaterAid values



Innovation

Collaboration

Integrity

Courage



Accountability

Roles Profile



Job Title:	Associate Officer– Graphics Design
Department:	Policy Advocacy
Team/ Unit:	Communication
Reports to (title):	Communications Specialist
Contract Tenure:	December 2023
Work Location:	Dhaka

Clean water, decent toilets and hygiene are three essentials that help people lead dignified and healthy lives. They should be normal for everyone, but for millions of people they are not. We are determined to make clean water, decent toilets and good hygiene a normal part of everyday life for everyone, everywhere within a generation.

Job purpose of role:

- The main purpose of Associate Graphics Design is to support the design workers across different projects as per WaterAid branding guidelines. The Associate will be provided with avenues to learn and contribute to enhancing visibility WaterAid's through all mediums including digital and print and social media.
- develop, design, and produce various communications materials for internal and external use.

Key responsibilities:

1. Support projects as per requirement designing communications asset including IEC and BCC materials for diverse audiences
2. Coordinate with projects across the organisation to support design related works including brand awareness, briefs, banners, social media posts and creative assets
3. Develop and contribute to design creative campaign and contents for social media ensuring online engagement and promotion for various issues.

Person specification:

- Minimum Bachelor's degree in relevant field, (Fine arts, social science) or equivalent degree from any recognized institution, For highly competent candidate with strong portfolio– education maybe relaxed to a minimum Diploma in Graphics Design.
- At least 2 years of experience in design related works, creative design and concept generation and visualisation.
- Must have skill of Adobe Creative Suite, especially Illustrator and Photoshop; hands on experience in designing and desktop publishing
- Must be a team player with mutual trust and understanding in a mixed team
- Can learn and think creatively to translate technical and complicated matters into attractive easy-to-understand communications materials.
- Good proficiency in English and Bengali.

Desirable:

- Experience of working in creative agency
- Photography and film skills

- Event management skills

Competencies:

Must be a team player with mutual trust and understanding in a mixed team, self-motivated, problem solver, demonstrates gender and cultural awareness, effective communicator, capable to work under extreme pressure, ability to prioritize works and meet deadlines.

Working hours : Full time (05 days and minimum 37.5 hours per week)

Salary & Benefits : As per WaterAid grade and scale.

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid is an equal opportunity, disability-confident employer and committed to achieving the highest standards of diversity, inclusion, fairness and equality.

For more information about safeguarding at WaterAid, please visit our safeguarding webpage at:
<https://www.wateraid.org/uk/safeguarding-at-wateraid>

