

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2009/NAO/GEF/ICA/Des-4
Post Title	Individual Contractual Agreement - Designer
Post Level	ICA/1
Position status	Non-rotational
Org Unit	UNDP/GEF
Duty Station	Home-base (travel as required to Pretoria)
Duration	10 months
Closing Date	23 June 2009

Background

The South African National Biodiversity Institute (SANBI) is collaborating with the United Nations Development Programme (UNDP) on the development of a UNDP primer, based on South African experience, on *Mainstreaming Biodiversity in Production Landscapes* as part of the UNDP Project: Biodiversity Global Programme 2008-2010 Mainstreaming Biodiversity into Economic Sector Governance Systems and Product Supply Chains.

The mainstreaming primer will be a "how to" resource that highlights innovative and effective tools used for mainstreaming biodiversity conservation at the landscape level across South Africa over the last decade. The primer will promote global best practice by giving guidance on which tool to use in a particular situation and providing advice, based on the South African experience, on how to deliver results in relation to the tools' objectives.

This will support UNDP's goals of using the products of the Biodiversity Global Programme to strengthen the design and implementation of mainstreaming initiatives of UNDP and its partners, to cross-fertilise policy development internationally and to strengthen the global community of practice working on biodiversity mainstreaming across governments, the private sector and civil society.

The main audience for the primer will be this global community of practice, with an emphasis on developing countries. In addition, the book is intended to be useful to conservationists and decision-makers in South Africa. The primer will be written and structured accessibly to maximise its potential for application to other country contexts. It will be printed and made available online and possibly be translated into a number of languages.

The primer is planned as a book of a maximum of 80 A4 pages (including five chapters of up to 10 pages each, plus introduction, preliminary and end pages). The material in the chapters will follow a standard format and will be structured to include elements such as text boxes with background information, case studies and glossaries.

The material will be planned with the layout in mind and visual elements such as photographs, diagrams illustrating processes and relationships, maps, tables and graphs will be prepared simultaneously with the text. A typical chapter might include one table, one graph, one illustration, one map, two diagrams and three photographs.

Duties and Responsibilities

The following are the required services for this assignment:

- Create draft design concepts for consideration by the reference group
- Produce first and subsequent drafts of tables, graphs, illustrations, diagrams and maps
- Lay out the whole publication according to the agreed design, making corrections as required
- Produce a storyboard of the book chapters and how they link together, which can be made into a fold-out poster

Required Selection Criteria

Competencies

- Excellent design and layout skills, artistic skills and creative ideas
- Patience and willingness to make many changes to draft illustrations and laid out pages as required
- Good organisational skills and ability to keep within time framework and budget

Education/Experience/Language

- 2-4 years of working experience, preferably in the field of graphic design
- Proven experience in producing appealing and accessible graphs, illustrations and diagrams (with examples provided)
- University degree or equivalent preferred.
- Proven experience in designing and laying out complex but accessible material with an educational and/or showcasing function (with examples provided)

Submission of Applications

Qualified candidates may submit their application, including:

1. A letter of interest outlining the proposed approach to the work in detail
2. A curriculum vitae and updated United Nations Personal History Form (P11)
Available at www.unops.org

Applications should be submitted by e-mail to **dgvas@unops.org**. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are shortlisted will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.