

Handicap International Federation is currently seeking a:

GRAPHIC DESIGNER (Consultant)

CONTEXT OF THE MISSION

The Graphic Designer is directly responsible for the overall design and illustrative/graphic/visual needs in the iRESTORE Projects Household Preparedness brochure. S/He will serve as the principal coordinator for graphic publication and production of the said brochure, bound by the prescribed budget. S/He will work collaboratively with the Communication Officer and/or the contributing authors to realize the final product.

SPECIFIC ROLES & RESPONSIBILITY

1. Develop a layout that will present all identified content in the agreed-upon size of the brochure
2. Create logos, images and other graphic materials needed for the development of the brochure
3. Layout and scale photos, marking them for proper screen values for print reproduction; enhance if needed
4. Ensure that the brochure and its elements are readable for persons with visual impairments and adheres to HI's accessibility standards
5. Submit weekly progress reports and drafts to Communication Officer and DRR Team Leader
6. Coordinate with Communication Officer and DRR Team Leader if decision-making is needed
7. Present first draft on <19 May 2017>
8. Incorporate changes recommended by the Communication Officer and DRR Team Leader
9. Present second draft on <26 May 2017>
10. Incorporate changes recommended by the Communication Officer and DRR Team Leader
11. Present final draft on <31 May 2017>
12. Turn-over all assets made and used to Communication Officer and DRR Team Leader in order to receive final pay.

Requirements in Education/Skills:

Degree in Fine Arts, Graphic Design, Advertising, Mass Communication preferred or other equivalent education.

Two or more years of graphic arts and publications experience with proven project management skills. Strong working knowledge of printing, publishing and/or graphics art procedures and related computer software.

What needs to be submitted:

1. Curriculum Vitae (CV)
2. Must submit portfolio of past work
3. Copy of BIR Registration/TIN ID
4. Price Quotation
 - a. Quote must cover professional and other fees to fulfill the objectives of this consultancy
 - b. Please address quotations to:
MS. EDITH VAN WIJNGAARDEN
Regional Program Director
Handicap International Federation Philippines Program
 - c. Price quotation must be in Philippine pesos
 - d. Price quotation must be NET OF TAXES
 - e. Must be signed
 - f. Send to the e-mail addresses below **on or before 09th May 2017**.
Michelle De Claro recruitment@handicapinternational.ph
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