

Vacancy Announcement

Position/Title:	Website/Graphic Designer (outsourced)
Office/Project:	UNDP Office
Entry Date	15 May 2008
Duration	12 months with the possibility of renewal
Duty Station	Baku
Duties and Responsibilities:	<p>Under the direct supervision of the UNDP Communications Manager/Communications Adviser to the UN Resident Coordinator, Website/Graphic Designer will perform the following:</p> <ol style="list-style-type: none"> 1. Maintain UN (www.un-az.org) and UNDP Azerbaijan (www.un-az.org/undp) websites, including updating content and technical support for hosting of websites. 2. Design and upload content for the web-based monthly UNDP Azerbaijan Development Bulletin. 3. Implement graphic design functions as required. 4. Perform other duties as required. <p>See detailed Terms of Reference</p>
Qualifications and skills:	<ul style="list-style-type: none"> • A qualified degree in IT or related field. • Minimum 5 years of working experience including at least three years in internet based document handling. • In depth knowledge of HTML, training in and excellent working knowledge of web authoring, design tools used by the UN and of Javascript, JSP & ASP is desired. • Familiarity with database applications using ASP & SQL and good knowledge of internet browsers required. • Fluency in English, Azerbaijani and Russian; • Ability to work accurately and under pressure and deliver product in time. • Familiarity with UNDP/UN activities would be an asset; • Familiarity with management of web content would be an asset
Application Deadline:	7 May 2008
Terms of Application	All applications/CVs should be sent electronically to: webdesigner@vacancies.un-az.org
Contact Information:	Mr. Fargan Abbaszadeh Communications Manager Tel: 4989888 ext 111

Note: UNDP is an equal opportunity employer



TERMS OF REFERENCE

Website /Graphic Designer

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Background

UNDP Office in Azerbaijan aims to provide on-line news and information services about UNDP's activities in Azerbaijan. The country office has redesigned its current web-site in order to offer more informative and visually appealing on-line presence. To contribute to the management of the UNDP Azerbaijan website <http://www.un-az.org/undp/>, UNDP seeks the services of an outsourced Website/Graphic Designer.

Since UNDP, in its UN System coordination function, also manages the UN Azerbaijan website <http://www.un-az.org/>. Website/Graphic Designer will further ensure the sound maintenance of the up-dated site. In order to provide better and more effective dissemination of information about the work of UN agencies in Azerbaijan and make the UN Azerbaijan website user-friendly it was decided to redesign the website. The Website/Graphic Designer will be also responsible for the re-designing of the UN Azerbaijan website as well.

The Website/Graphic Designer would be prepared to undertake other ad hoc tasks in line with the responsibilities within UNDP/UN communications including graphic design functions.

Duties and Responsibilities

Under direct supervision of the UNDP Communications Manager/Communications Adviser to the UN Resident Coordinator Website/Graphic Designer will perform the following:

- Maintain UN (www.un-az.org) and UNDP Azerbaijan (www.un-az.org/undp) websites, including updating content and technical support for hosting of websites. These tasks include:
 - Execute major and minor web page design/redesign functions.
 - Update information in pages and databases so that content is kept current. These updates should be completed within 24 hours from the UNDP request submission.
 - Convert documents into HTML and/or PDF, using HTML conversion and/or authoring software and upload them, edit documents into format and structure consistent with UNDP style, and prepare and incorporate graphics as needed,

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Azerbaijan

using Photoshop, Illustrator or other graphic design software, preparing text-only versions of graphics-intensive pages as necessary, creating and maintaining a search engine for the website.

- Produce a consistent visual image on the sites by promoting uniform fonts, formatting, icons, images, layout techniques.
 - Manage links with other sites, ensuring that links are current.
 - Maintain cross-browser compatibility so that the web site is accessible from a variety of different environments.
 - Check bugs and problems, diagnose and fix them.
 - Analyze traffic statistics and report relevant information on a regular basis.
 - Collaborate with UNDP Web focal points in the HQs and COs through exchange of content and ideas.
 - Ensure that corporate UNDP website criteria are followed so that the ranking of the CO website remains high.
- Design, upload content for the web-based monthly UNDP Azerbaijan Development Bulletin.
 - Implement graphic design functions as required.
 - Perform other duties as required.

Skills and Experience Required

- A qualified degree in IT or related field.
- Minimum 5 years of working experience including at least three years in internet based document handling.
- In depth knowledge of HTML, training in and excellent working knowledge of web authoring, design tools used by the UN and of Javascript, JSP & ASP is desired.
- Familiarity with database applications using ASP & SQL and good knowledge of internet browsers required.
- Fluency in English, Azerbaijani and Russian.
- Ability to work accurately and under pressure and deliver service in time.
- Familiarity with UNDP/UN activities would be an asset.
- Familiarity with management of web content would be an asset.