

Vacancy notice

Permanent contract

Department: Campaigns and Communications (CamCom)
Post: Layout Artist/Graphic Designer

The International Trade Union Confederation (ITUC) represents the world's working people through 332 member organisations in 163 countries. We are the largest democratically elected movement in the world.

JOB MISSION

Providing layout of reports and other materials in various languages, maintaining the ITUC's graphical integrity and providing organisational support to the ITUC Campaigns and Communications team.

JOB DESCRIPTION

Main tasks will be:

- Lay out page elements for published materials (text, images and graphics) in multiple languages and ensure that these elements work together on each page, using publishing software.
- Revise layouts and, in collaboration with ITUC colleagues and external providers, make corrections as necessary and make sure that designs are consistent with the ITUC style manual.
- Collaborate with team members to develop graphics and layouts for product illustrations and websites.
- Edit graphics, such as photographs or illustrations in multiple languages using graphic design and image editing software.
- Recommend changes in layouts to make materials more accessible and improve their overall presentation.
- Submit and upload final files for online publishing.
- Coordinate with the ITUC translations unit to proofread layouts in different languages.
- Provide backup administrative support to the team where necessary.
- Such other work as shall from time to time be required.

Qualifications/skills required:

- Excellent IT skills, especially with publishing, design and photo-editing software, in particular Adobe Photoshop, InDesign, Illustrator. Knowledge of other software is an asset.
- Excellent time management and organisational skills with capacity to deliver according to deadlines.
- Accuracy and attention to detail.

- Languages: good proficiency in English and French is required, knowledge of Spanish and other languages is an asset.
- Ability to work independently and as part of a multicultural and multilingual team.
- Good organisational and administrative skills.
- Availability to undertake international travel if required.

We offer an attractive salary and benefits package.

Once appointed, the postholder must live within daily commuting distance from the Brussels' office.

The ITUC is an equal opportunity employer, and we encourage appropriately qualified candidates, especially women, candidates from developing countries and minorities to apply.

Closing date: Tuesday 23 November 2021, 17:00 Brussels time

Applications: CV and cover letter should be sent in English to HR – jobs@ituc-csi.org