

3 June 2025

Terms of Reference

ORGANISATIONAL LOCATION:	UN Human Settlements Programme (UN-Habitat) Bangkok Programme Office
DUTY STATION:	Home-Based
FUNCTIONAL TITLE:	Graphic Design and Communication Associate
DURATION:	Start as soon as possible – 31 Dec 2025 - Contract extension is possible, subject to performance
CONTRACT MODALITY/ LEVEL;	UNOPS LICA (Equivalent Level 5) Output based contract
VACANCY ANNOUNCEMENT AND CLOSURE:	3 June 2025 - 16 June 2025

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organisational Context:

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements and sustainable urbanization. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. Leading efforts to advance UN system-wide coherence for sustainable urbanization, UN-Habitat is playing a key role implementing the Goal 11 of the Sustainable Development Goals (SDGs) and urban-related SDGs adopted in September 2015, as well as the New Urban Agenda (NUA) adopted in Quito, Ecuador in October 2016.

For over a decade, UN-Habitat through its established presence together with the UN Economic and Social Commission of Asia and the Pacific (ESCAP) in Bangkok, Thailand, has served as an integral arm of the Regional Office for Asia and the Pacific (ROAP) in Fukuoka, Japan. In line with the UN-Habitat organizational reforms, UN-Habitat is strengthening its regional architecture by establishing Multi Country Programme Offices in each region to facilitate inter-agency partnerships and collaboration with the UN Development Coordination Office (DCO), regional bodies, institutions, UN, and civil society agencies. In Asia and Pacific region, Bangkok Programme Office is further deepening its presence and cooperation with partners in supporting ROAP and HQ for strengthened programming in South Asia and South-East Asia.

Functional and Reporting Relationships:

The individual will be home-based, working with the UN-Habitat Programme Office located in Bangkok, Thailand. Under the overall guidance and supervision of the Chief, UN-Habitat Bangkok Programme Office and the Programme Manager, the individual will work closely with the team and with officials from the country, regional, and headquarter offices of UN-Habitat.

Key Responsibilities:

The individual will be responsible for supporting the Bangkok Programme Office initiatives that include projects focused on SDG Localisation, Climate Action, the implementation of the ASEAN Sustainable Urbanisation Strategy. Specific duties and responsibilities include, but are not limited to:

- Manage and produce visual outputs including print design, web graphics, branding.
- Develop the layout design and illustration for publications, reports, technical or educational materials, and similar formats containing text, illustrations, images, tables, charts, photos, infographics.
- Develop visual identities, graphics and illustrations to support events, including banners, slide templates, letterheads, brochures, meeting kits, booths and pavilions.
- Curate the layout and graphic design of reports, in line with the contents developed by the technical focal points.
- Ensure alignment with the UN-Habitat, ASEAN Secretariat and other partners' branding guidelines, as appropriate.
- Implementation of the graphic and visualisation for media, advocacy and communication with the support of a dedicated Event & Communications focal point, as well as relevant vendors as deemed suitable.
- Create videos and graphics for web and social media formats and be able to translate data through storytelling.
- Develop and edit custom illustrations and animations to convey key messages. Support with the preparation of visual and narrative material for UN-Habitat and partners' websites.

Expected Deliverable:

With reference to the tasks captured in the scope of work in the previous section, the individual will be required to complete and provide the following deliverables as part of the contract:

Deliverables	Target due dates	Payment
Deliverable 1 – - Design of one Voluntary Local Review (VLR) report - Design of visual identity for an engagement space (booth or pavilion) at the ASEAN Sustainable Urbanisation Forum (ASUF) - Design of events and comms material for web and social media (banners, panels, PPT structure, brochures, briefs)	10 July 2025	20 %
Deliverable 2 – - Design of the VLR National Framework report - Design of the templates for the city participation package to ASUF (banners, panels, backdrop, PPT structure, brochures, briefs, factsheets)	30 July 2025	20 %
Deliverable 3	30 August 2025	15 %



UN-HABITAT

UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Asia and the Pacific (ROAP) - Fukuoka
ACROS Fukuoka Building 8F, 1-1-1 Tenjin, Chuo-ku, Fukuoka, 810-0001, Japan
habitat.fukuoka@un.org | <https://fukuoka.unhabitat.org/>

FOR A BETTER URBAN FUTURE

- Design of templates for City Diagnostic Report, including layout and graphics structure - Design of events and comms material for web and social media (banners, panels, PPT structure, brochures, briefs)		
Deliverable 4 - Curate the finalisation of City Diagnostic Reports with the input of the final contents. - Design of event and comms material for web and social media (banners, panels, backdrop, PPT structure, brochures, briefs)	30 September 2025	15 %
Deliverable 5 - Develop visual identity for the ASEAN Sustainable Urbanisation Report. - Design of event and comms material for web and social media (banners, panels, backdrop, PPT structure, brochures, briefs)	30 October 2025	15 %
Deliverable 5 - Develop an infographic and comms material for the ASUS Project reporting. - Design of event and comms material for web and social media (banners, panels, backdrop, PPT structure, brochures, briefs, quote cards tailored for regional audiences).	30 November 2025	15 %

Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial, and human resources rules and regulations in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages

from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors their language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

Qualifications:

Education

A first-level university degree (Bachelor's) in visual communication, graphic design, digital strategy, events and communications, public relations or media.

Experience

- Minimum 2 years of experience in the area of visual communication.
- Demonstrated experience in graphic design, infographic development, publications and web development and design.
- Experience with the graphic design software is required (e.g. Adobe Suite, InDesign, Photoshop, Illustration, etc.).
- Knowledge or ability to support project design and implementation.
- Experience with social media tools, digital content creation and applications is desired.
- Work experience in either the United Nations, other international organizations and general knowledge of UN rules and regulations are an advantage.

Language

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English is required.

Other

Experience in developing maps and/or using GIS is appreciated.

Contract period, level of engagement and duty station

The initial engagement will start as soon as possible and end in December 2025, with the possibility of extension. The post is home-based.

Remuneration

In compliance with UN-Habitat policy.

HOW TO APPLY:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above. The application must be accompanied with a completed UN Personal History Profile (PHP) or P11 (**MANDATORY**):

- **PHP – Online** : (1) Please create your profile in inspira.un.org, (2) Go to “My applications”, (3) “Create Draft Application”, (4) fill all required steps, (5) save the application and go back to “My applications”, (6) “Print the Admin Profile” and download it to be submitted via email. (*Your online PHP profile can be updated and used for future applications*)
OR
- **P11 – Offline**: Please download the form (MS-Word) from UN-Habitat ROAP website: https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc

The application should comprise of:

- UN Personal History Profile or P11 – without detailed one of those forms, application would be rejected.
- Recent Curriculum Vitae (CV)
- Portfolio of personal design outputs and products (in PDF or link to online material)

Please indicate the Post Title: “**Graphic Design and Communication Associate**” in your email subject.

All applications should be submitted to:
UN-Habitat Bangkok Programme Office
habitatbkk@un.org

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. Overall remuneration will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for application: 16 June 2025