

## JOB OPPORTUNITY



Hashoo Foundation is a progressive and dynamic NGO, leading the way in human development and poverty alleviation by implementing viable economic development, educational and capacity building programs.

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<b>Post title:</b>	Graphic Designer
<b>Location:</b>	Core office Islamabad
<b>Contract Period:</b>	One year
<b>Salary Range:</b>	Around Rs. 25,000 per month but could be more for an exceptional candidate
<b>Fringe benefits:</b>	Medical allowance (10% of annual basic salary per year), life insurance

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**Job Purpose:** Under general supervision, plan, design, develop, coordinate and produce Hashoo Foundation's broad print and electronic communications; assist in establishing and maintaining professional graphic standards for HF's communications; Coordinate with HF offices in USA, UK and Dubai to cater to their specific design needs.

### **Key duties and responsibilities:**

- Conceives ideas, concepts, and campaigns; designs, produces, works with others and coordinates in the creation of multifaceted communication materials
- Works with HF team to interpret and translate their expressed needs and ideas into concepts, and develops and translates them into effective communication materials
- Operates designing software like CorelDraw, Adobe Illustrator, and Adobe Photoshop for a variety of graphic design activities, including desktop publishing and layout, production, illustration, and prepress file preparation.
- Monitors and tracks production projects to ensure proper and timely completion; works with outside vendors to meet print/production deadlines.
- Responsible for print and prepress service specifications, purchasing, approvals and quality control.
- Contributes to the proofing and editorial development of publications

### **Required Competencies**

#### **Ability:**

Plan, coordinate and organize projects and production processes to ensure completion in a timely and cost-effective manner; conceive, plan, produce, and create files or artwork; work under pressure to meet deadlines; follow and give oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse workforce and gender sensitivities.

#### **Knowledge:**

Advanced experience and knowledge of the principles, practices and techniques of digital art, graphic design, layout and illustration; operation of personal computer and current graphics software programs; principles and techniques of typesetting, digital printing and photography; printing processes (including four color process), various types of ink, paper stock, and other supplies used, their characteristics, uses and limitations; electronic desktop publishing equipment and techniques (such as form design and layout techniques).

#### **Minimum Qualifications:**

- Minimum Bachelor's degree required, Master's degree preferred
- A minimum of three years' experience as a graphic designer with an established organization required

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Interested candidates may send their CVs at [hr@hashoofoundation.org](mailto:hr@hashoofoundation.org) or send to HR Department at House No 7A, Street No 65, F-8/3, Islamabad latest by **Tuesday December 06, 2011**. For more details please visit our website [www.hashoofoundation.org](http://www.hashoofoundation.org)

Please write the post applied for in the subject of your e-mail/covering letter

**(Hashoo Foundation is an Equal Opportunities Employer)**