

Title	Communication Officer (Creative Graphic Designer)
Organization	Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC)
Duty Station	Kabul
Duration	1 year + Possible Extension
No of Jobs	1
Nationality	Afghan
Sex	Male / Female
Salary Range	According to NTA salary scale Grade C Step (1 – 5) depending on experience
Announcing Date	Sep 30, 2017
Closing Date	Oct 10, 2017
Shift	Day 8:00AM to 4:30PM, Saturday through Wednesday
Experience	At least 3+ years' experience, in related field

Background

General Overview of MEC

In 2010, the Government of the Islamic Republic Afghanistan (GIRoA) invited the international community to form the Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC), to provide anti-corruption policy advice, and monitor and evaluate progress against specific anti-corruption benchmarks. The MEC was established jointly by the GIRoA and the international community, following the London and Kabul Conferences in January and July 2010, respectively, and by Presidential Decree 61, 2010.

The MEC is an independent agency, and is not subject to direction from either the Afghan government or from the international community. Following the London Conference, the Government of the Islamic Republic of Afghanistan invited the international community to form a joint Afghan-International monitoring and evaluation committee. On September 18, 2016, the Afghan president issued Presidential Decree No. 115. This changed the legal status, duties, scope of activities and authorities of the Independent Joint Anti-Corruption Monitoring and Evaluation Committee which abrogates all previous Presidential Decrees. The MEC focuses on:

- Developing anti-corruption recommendations;
- Monitoring and evaluating the anti-corruption efforts of the Afghan government and the international community; and
- Reporting on a regular basis to the President, Parliament, and people of Afghanistan, as well as to the international community about the state of the fight against corruption.

Job Summary

The communication officer (Creative Graphic Designer) is part of the communication and reporting team He / she works together with the outreach and communication head and supports the team in fulfilling its duties and responsibilities

Duties and Responsibilities

The following are set of functions the Communication Officer is expected to perform:

- Design MEC reports and other indoor and outdoor communication and outreach materials;
- Regularly maintain and update MEC website;
- Design social media content;
- Design and implement a branding policy for MEC;

- Produce info-graphics for MEC's reports.
- Produce Public Service Announcements (PSAs).
- Support the Communication and Outreach team in organizing press conferences, media briefings, stakeholder meetings and other public events;
- Regularly update MEC outreach and media database;
- Support MEC's outreach activities such as provincial visits, meetings with Civil Society Organizations and distribution of reports;
- Assist in translation of press materials into Dari and Pashto when needed;
- Advise MEC employees in the correct use of MEC's templates, logo, business cards, email-signatures etc.
- Any other task assigned by supervisor.

Qualifications:**Education:**

- Undergraduate degree in computer science, arts, communications or any other relevant field.
- Advanced certification in graphic designing.
- Skilled in Adobe Illustrator, Photoshop, CorelDraw and In-Design, Microsoft Office

Experience:

- Minimum of 3 years of work experience in creative designing.

Language:

Excellent communication in Dari and English is required both oral and written.

Professional Skills:

Proficient use of Microsoft Office, multi-tasking skills, and the ability to consistently meet deadlines.

How to Apply:

Candidates can apply for the position by sending their cover letter and CV in one PDF or Microsoft Word document, named in the following way:

"LAST_NAME_first_name.pdf" or "LAST_NAME_first_name.doc." Supplementary documents - degrees, certificates, etc. - should not be sent at this time.

The single PDF or Word file should be emailed to jobs@mec.af with the subject line "Communication Officer" by Oct 10-2017.

Qualified Afghan female candidates are highly encouraged to apply for this position.