

Job Description

Graphic Designer (Apprenticeship)

Institute for Integrated Development Studies (IIDS)

Position Summary

The Institute for Integrated Development Studies (IIDS) is seeking a creative and motivated Junior Graphic Designer under its Apprenticeship Program to support the institute's communication, outreach, and knowledge dissemination initiatives. The apprentice will contribute to designing engaging visual content for research publications, policy events, digital campaigns, social media, websites, and institutional branding.

This position offers an excellent opportunity for recent graduates and aspiring designers to gain practical experience while working in a dynamic policy research organization.

Key Responsibilities

- Design posters, banners, invitations, brochures, infographics, and other visual communication materials for IIDS events, programs, and publications.
- Develop creative graphics for social media platforms, websites, newsletters, and digital campaigns.
- Assist in preparing layouts for reports, policy briefs, annual reports, presentations, and other institutional publications.
- Create illustrations, icons, and simple data visualizations to enhance communication products.
- Ensure consistency with IIDS branding guidelines across all communication materials.
- Support photography selection, basic photo editing, and image optimization for digital and print use.
- Collaborate with researchers and communication staff to translate complex policy and research findings into visually engaging content.
- Assist in producing event branding materials, including standees, backdrops, certificates, and presentation templates.
- Organize and maintain digital design assets and project files.
- Stay updated on current design trends and recommend creative approaches to improve institutional communication.
- Perform other communication and design-related tasks assigned by the supervisor.

Required Qualifications

- Bachelor's degree in Graphic Design, Fine Arts, Multimedia, Visual Communication, or a related discipline.
- Fresh graduates are encouraged to apply.

Preferred Skills

- Proficiency in Adobe Photoshop, Adobe Illustrator, and Canva.

- Basic knowledge of Adobe InDesign, Figma, Premiere Pro, or After Effects will be an added advantage.
- Good understanding of typography, color theory, layout design, and visual storytelling.
- Ability to design for both print and digital media.
- Familiarity with social media content design and branding.
- Basic understanding of photo editing and image optimization.
- Strong creativity with attention to detail.
- Ability to manage multiple design tasks and meet deadlines.
- Good communication and teamwork skills.
- Excellent written and spoken English; Nepali language proficiency is desirable.

Duration

As per the IIDS Apprenticeship Program.

Duty Station

Institute for Integrated Development Studies (IIDS), Mandikhatar, Kathmandu.

Reporting Line

The Graphic Designer will report to the Communications and Outreach Team and work closely with research centers and program teams.

Core Competencies

- Creativity and visual communication
- Design thinking and problem-solving
- Attention to detail
- Time management and organization
- Initiative and willingness to learn
- Teamwork and collaboration
- Professional ethics and accountability
- Adaptability and innovation