Terms of Reference
Associate- Graphic Design and Web Development

Background

TARU was established in 1990 as an institution with trans-disciplinary expertise to engage with India's development challenges. In 1996, it was incorporated as Taru Leading Edge under the Companies Act, offering a commitment of cutting edge research and contextualized consulting services to its clients. TARU's expertise has been in Disaster Risk Management & Climate Change, Governance & Institutions, Natural Resource Management, Social Development, Livelihood, Urban Development, Water, Sanitation & Hygiene; Health, CSR, etc. TARU has undertaken policy analysis, strategy development, action research, technical assistance, programme design; project management support, assessments, and evaluations. TARU's clients include corporate, grassroots institutions, INGOs, bilateral and multilateral organizations, as well as States and Central Government.

The last two decades have seen TARU working on a range of institutional, financial, economic, social and technical issues across diverse public systems, cultures and corporate formations in more than a third of rural and urban domains of India. TARU also works in South Asian countries like Nepal, Bhutan, Bangladesh and Myanmar. The organization is committed to quality, accuracy and succinctness in its consulting and advisory services. The TARU team of professionals have extensive national and international experience, along with a strong network of advisors, consultants, partner institutions, associations from different parts of the world.

TARU is considering to engage an **Associate- Graphic Design and Web Development** to provide necessary support to its communication and knowledge initiative.

Tasks

The specific tasks to be undertaken are:
- Produce high quality info-graphics
- Develop graphs, charts, and analytics and illustrative maps, diagrams, and graphics
- Layout reports, presentations, information sheets, and other publication materials
- Assist in standardizing all existing products and templates such as info sheets, presentation, situation reports as well as fonts, formatting, icons, images and layout techniques
- Contribute to web content development internally and externally
- Assist in developing web design mockups for internal and external platforms
- Assess new standards, technologies and trends
- Design and development of websites
- Develop communication material and support internal and external outreach efforts
- Keep up-to-date with the work of all of the project teams, as well as the organization as a whole, in order to provide timely information to respective audiences.
- Any other related activities, as assigned.

Qualification

- Degree in graphic design, graphic arts or a related field, or a college diploma
- Work experience of minimum two years with reputed organization
- Excellent knowledge of graphic design software

- Highly creative with strong visualization
- Advanced proficiency with software packages, most specifically Adobe Suite (In design, Illustrator and Photoshop) and MS Office (Publisher, PowerPoint, Visio), SharePoint, UX/UI web/mobile
- Knowledge and skills in website development. Good knowledge of mobile and web technologies
- Excellent interpersonal and networking skills, solid judgment/decision making skills, creativity and media/graphic/visual design sense
- High personal & professional integrity. Team player and ability to work under pressure and meeting deadlines. Problem solving attitude. Experience of managing teams and logistics.

<u>Location</u>
New Delhi

<u>CTC</u>
Attractive. The remuneration shall not be a constraint for the deserving candidate.

<u>Apply</u>
Candidates can mail their CV with three references and samples to Prince Francis at pfrancis@taru.org

Last date of application is Aug 10, 2016. Please include current CTC in your CV. In order to ensure that your application is sorted correctly, please clearly mention the title and location of the post in the subject line of your e-mail/application.

Only shortlisted candidates will be contacted for the interview.