



## Job Description - Communication & Design Officer

Position Title	Communication & Design Officer
Department	Office of Resource Development
Reporting To	Manager, Donor Communications & Engagement
Type of Position	<b>Full Time</b> / Part Time / Contractual / Internship
Apply Here	<a href="https://habib.edu.pk/hu-careers/apply-online">https://habib.edu.pk/hu-careers/apply-online</a>

### POSITION DESCRIPTION

The Communication and Design Officer at Office of Resource Development, Habib University will play a key role in strengthening the University's donor relations. They will be responsible for inspiring and engaging the donor community through meaningful communication materials and collaterals to ensure they sustain and enhance their support towards Habib University's mission.

With an eye for detail, a creative flair, the ability to transform ideas into visuals, and a passion to provide higher education access to talented students from all backgrounds, the successful candidate will actively support the resource development team in achieving its mission of reshaping philanthropy in Pakistan.

### DUTIES AND RESPONSIBILITIES

- ✓ To research, write & edit content for print & online publications in accordance with brand guidelines.
- ✓ To translate requirements into design, visualize and create graphics including illustrations, logos, and layouts using design software.
- ✓ To shape the visual aspects of websites, books, magazines, reports and other RD products.
- ✓ To test graphics across various media, amend designs as per feedback and ensure final graphics and layouts are visually appealing
- ✓ To coordinate with external vendors on projects as needed

### REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> <li>✓ Bachelor's degree in Communication, Design, Fine Arts or related fields</li> <li>✓ A strong portfolio of illustrations or other graphics</li> <li>✓ Familiarity with design software including Adobe Photoshop, Illustrator, and InDesign</li> <li>✓ A keen eye for aesthetics and details and strong communication skills</li> <li>✓ Ability to work methodically, collaborate with teams and meet deadlines</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>✓ At least 01-year experience in graphic designing or related field</li> <li>✓ Fresh graduates may also apply</li> </ul>

### REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Problem-Solving Skills	High
2.	Communication Skills	High
3.	Design Skills	High
4.	Programming Skills	Low
5.	MS Office	High

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Verified By (For HR Only)

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Line Manager (Baneen Rizvi)

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Head of the Department (Lubna Ahmed)

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