

Job Title	Graphic Designer
Job Location	Delhi
Nature of Employment	Fixed Term and Full Time
About the Organization	<p>About DEF: Set up in 2002, the Digital Empowerment Foundation (DEF) is a development entity with focus on Information Communication Technologies (ICTs) for development and good governance. It works in key areas of – Skill development &amp; capacity building, social entrepreneurship, ICT services delivery, Information for empowerment &amp; development (CIRCs), digital content &amp; solutions for rural empowerment, youth and women empowerment, Local self-governance (Panchayats), ICTs for Civil Society Organisations (eNGO), ICT solutions for MSMEs (eMSME), District Public Library as knowledge centres, Wireless solutions for communities (W4C), ICT for cluster development (Chanderiyan), ICTs for environment &amp; natural resource management, Internet rights, Knowledge products and services (Research &amp; case study products), Knowledge networks (the Manthan Award, mBillionth Award), Mobiles for Social &amp; Behavioural Changes, Social Media for Development &amp; Change, ICTs for regional development (North East India), Community Radio &amp; Broadcasting solutions, ICT Academy for youth &amp; institutional empowerment. DEF has presence in India, South Asia and initial interventions in Africa. Details at <a href="http://www.defindia.org">www.defindia.org</a></p>
Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Design different types of Designs, layouts &amp; illustrations, web design layout &amp; typography according to brand guidelines.</li> <li>• Create &amp; modify fonts according to brand guidelines.</li> <li>• Work on multitasks at the same time using a wide range of medias, including photography and computer aided design.</li> <li>• Knowledge of graphic animation, to create media presentations using different software.</li> <li>• Knowledge of photography and photography editing, producing accurate and high quality work.</li> <li>• Produce visual solutions to the communication needs using a mix of creative skills and commercial awareness.</li> <li>• Creates professional designs and layouts for promotional materials including direct mailings, handouts, advertisements, posters, signs, logos, and other visual layouts.</li> <li>• Determines style, technique, and medium best suited to project/organisation promotion strategies.</li> <li>• Assists in copywriting as necessary and performs typesetting for forms and publications.</li> <li>• Keeps abreast of current trends in same field by conducting the necessary researches.</li> <li>• Coordinates production activities with printers, service agencies, advertisers, and vendors and review quality of final product before release</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>• Programme Manager</li> </ul>
Desired Skills and Competencies	<ul style="list-style-type: none"> <li>• Two-five years of professional work experience as a multimedia designer. Designing experience for Social Sector/Non-profits would be an added advantage. We expect Designer to be well versed with the Online Research to develop the desired layouts/designs for the</li> </ul>

	<p>users belong to diverse background. Expertise of using a broad range of design programs and platforms (QuarkXpress/InDesign/Photoshop/Illustrator/Dreamweaver/Drupal, etc.) for creation of design work.</p> <p>Knowledge of Corel Draw is must.</p>
Educational Qualification	<ul style="list-style-type: none"> <li>• Graphic Designer should be at least a Graduate in any field from a recognized University or Institution with a diploma/degree in designing</li> <li>• Keeping abreast of emerging technologies in new media (particularly design programs such as FreeHand, Illustrator, Photoshop, Acrobat, Director, Dreamweaver and Corel).</li> <li>• Proven ICT skills including Internet based and Social Media based knowledge</li> <li>• Must be fluent in Hindi, English</li> <li>• Three to Four years of proven experience in a well-recognized organization/company with same roles and responsibilities.</li> <li>• Should know Coral, Quark XPress, InDesign, Photoshop, Coral Draw, Illustrator and other graphic design software.</li> </ul>
Salary & Benefits	<ul style="list-style-type: none"> <li>• Negotiable (Based on the experience and competencies)</li> </ul>
To apply	<p>Please send your application and resume through e-mail at <a href="mailto:soohnaseva@defindia.net">soohnaseva@defindia.net</a> . Please mention the subject line of your e-mail as "SS1119.Graphic Designer". Only short listed applicants will be contacted. Selected Candidates are supposed to join with immediate effect. Interviews will be conducted in New Delhi office.</p>