

JOB DESCRIPTION

Illustrator Officer

Position title	Illustrator Officer
Location	Dili, Timor-Leste
Reports to	Senior Illustrator Officer
Grade	4 step 1
Salary	US\$595 per month
Position type	1 year
Start date/timeframe	1 July, 2023

1. Background

1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

2. The role

About position:

The purpose of the **Illustrator** is to communicate through pictures, utilizing experienced design skills. In this role, you will use your creative skills in art and design to communicate a story, message, or idea. The Illustrator works to inform, persuade or entertain an intended audience, adjusting the mood and style of images accordingly.

The Illustrator produces original artwork utilizing relevant materials.

The illustration artist must have artistic and technical skills, including a talent for drawing, designing graphics, and understanding the tools and mediums of cartooning. These tools include paper and pencil, computers, and illustration and design software.

Create animate in appealing 2D or 3D animations using software like Adobe Creative Suite or Autodesk Maya. They will work with a team to develop storyboards, animatic, and designs that fit the project's style and use techniques like motion capture.

This position will involve working and collaborating with the Content development, Designer Graphic, and Communication teams. This position is based in Dili, with possible travel to the field to conduct such interviews and field-testing activities.

The ideal candidate must have a proven record of producing illustrations and graphic designs that increase engagement and drive leads.

Attaching previous work samples is an advantage. Critical skills for Illustration include creativity, technical skills, patience and concentration, attention to detail, strong networking skills, and teamwork.

MAIN RESPONSIBILITIES:

DEVELOP INNOVATIVE AND CREATIVE ILLUSTRATION OF THE LAFAEK Learning Media (LAFAEK MAGAZINE and LAFAEK ONLINE PLATFORM).

- Design creative illustrations on various topics, including health, agriculture, micro-finance, education, short stories, and other relevant topics for the LAFAEK Learning Media Project.
- Illustrate sponsorship pages and contribute to developing sustainable plans within the project Lafaek Entrepreneur.
- Liaise with the Production and Online teams as required - to ensure the quality and accuracy of designs.
- Ensure completed designs are electronically stored using Lafaek systems.
- Attend and participate in knowledge-sharing and training sessions with production and online teams.
- Participate in content mapping development for all magazines and online platforms in alignment with the CARE International Timor-Leste Long Term Program plan.
- Cooperate with the senior illustrator, Lafaek Learning Media, and senior management team regarding the relevant items (*picture, illustration, design, ideas, or hard copy*).
- Seek out appropriate illustration subjects and carry out research to prepare for drawing.
- With support, communicate positively with illustration subjects, putting them at ease, encouraging, and directing them.
- Manage illustration quality and deal with clients' concerns.
- With the team, determine illustration placement - provide recommendations.
- Working closely with content development, photographer, and communication officer to communicate with animation subjects, putting them at ease, encouraging them, and directing them.
- Managing the processing and use of images, discussing technical problems, checking for quality, and dealing with clients' concerns.

- Developing expertise with software to digitally enhance images by, for example, changing emphasis, cropping pictures, correcting minor faults, or moving objects around.

ANIMATOR (LAFAEK MAGAZINE and LAFAEK ONLINE PLATFORM)

- Create and design 2D or 3D animations using industry-standard software such as Adobe Creative Suite, Autodesk Maya, or other animation software.
- Develop storyboards, animatic, and pre-visualization to communicate ideas and create a visual roadmap for animation projects.
- Collaborate with other artists, designers, and team members to create visually appealing and engaging content.
- Conceptualize and design characters, environments, props, and visual effects that fit the style and tone of the project.
- Animate characters and objects using key frame animation, motion capture, or other techniques.
- Apply sound effects and music to animations to enhance the viewer's experience.
- Test and adjust animations to meet project requirements, technical specifications, and deadlines.
- Keep up-to-date with the latest animation techniques and technologies to continually improve skills and techniques.

DEALING WITH CLIENT

- Liaising with clients to determine their requirements and make technical recommendations.
- Managing client proposals from typesetting to content design, print, and production.
- Working with clients, briefing and advising them about content design style, format, print production, and timescales.
- Determining size and arrangement of content development materials.
- Preparing rough drafts of material based on an agreed brief.
- Review final content produced, suggesting improvements if required, and producing, demonstrating, and receiving feedback about ideas.
- Liaising with a graphic designer, illustration, and communication officer regularly to ensure deadlines are met, and material is produced and printed to the highest quality.
- Keeping up-to-date with progress on the production proses for each edition for the client.
- Testing products for errors and making amendments.

OTHER RESPONSIBILITIES

- To proactively participate in the APPA process for all direct reports (annual appraisal, midyear review, and regular 1:1 meetings), creating an environment where feedback is valued, acted upon, and monitored, and where the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities.
- Engage in emergency preparedness; assist in any emergency response as required.
- Promote a safe and secure work environment; foster a safety and security awareness culture and consistently follow all CARE safety and security policies, procedures, and directives.

- Demonstrate an ongoing commitment to gender equality, diversity, child protection, and CARE International Timor-Leste Long Term Program.
- Advise on and guide CARE's compliance with style guidelines, and relevant legislation, including CARE International in Timor-Leste's Child Protection Policy.
- Participate in surveys for the magazines (baseline survey, pre, and post-tests, and final evaluation) and co-operate with the Content development team leader or Production and Publication Manager regarding the use of all relevant magazine items (*picture, illustration, design, ideas, or hard copies of the magazines*) for interests outside the project.
- Assist in Lafaek extension activities, including community dialog, competitions, and Lafaek radio broadcasts as required. (Relevant events, fairs, and conferences).

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS

- Must have experience as an illustration artist and demonstrate basic art skills, have the ability to analyze all aspects of illustration styles including color aspect.
- Minimum: Bachelor's degree or University diploma in graphic design, print, and digital design combined with a high-level understanding of design principles. 3-4 years of relevant work experience, preferably with an International Non-Government Organization (INGO);
- Strong portfolio showcasing animation, illustration skills, and techniques.
- Strong project management skills, attention to detail, and the ability to meet and work within deadlines.
- Demonstrated experience in developing concepts for magazines in illustration and design.
- Excellent communication skills in Tetun and English language are an advantage.
- Intermediate (excellent) design program knowledge in Adobe Design programs, Corel Draw, Microsoft Word, Excel, etc. Relevant design programs for creating electronic illustrations are an advantage, particularly in Design and Photoshop, as well as demonstrated experience in design.
- Proficiency in industry-standard software such as Adobe Creative Suite and Autodesk Maya.
- Knowledge of animation principles, including timing, weight, and motion.
- Ability to create and design characters, environments, and special effects.
- Attention to detail and ability to meet deadlines.
- Demonstrate knowledge and understanding of design principles, the ability to develop well-conceived, impactful, and innovative designs, and experience designing long-form publications, brochures, posters, and advertising collateral with creative flair

KEY ATTRIBUTES

- Ability to support the production team function with integrity and implement procedures and processes with minimal supervision.
- Well-developed interpersonal skills, including the ability to work with different communities.
- High-level time management skills, including planning, managing workflows, and balancing competing priorities to ensure timely processing to meet deadlines in a complex environment.



CARE International in Timor-Leste

- Strong leadership, decision-making, problem solving, planning, and attention to detail.
- Ability to take direction and to work as part of a team.
- Willingness to learn about CARE, gender equality, and women's empowerment activities.