

Job Vacancy

Digital Media Designer Specialist

Are you passionate about using digital media design to create meaningful impact? Do you have the creativity and skills to craft innovative visual content for a dynamic organization? If so, we invite you to join the Institute for Essential Services Reform (IESR) as our Digital Media Designer Specialist.

A. Responsibilities and Tasks

As a Digital Media Designer Specialist, you will be responsible for the development and execution of all digital media production for IESR. Reporting to the Net Zero Strategic Communication Manager, you will collaborate closely with program teams to transform complex research and policy insights into engaging digital content that informs, educates, and inspires action.

Digital Media Designer Specialist shall be mastering Adobe Creative Suite, highly creative and imaginative, and have strong design views to create stand-out communication products and push forward the IESR brand.

Digital Media Designer Specialist's daily tasks include digital design, developing digital media assets, video editing, printing, and merchandising.

The tasks of Digital Media Designer Specialist shall include, but not be limited to, the following:

1. Main Tasks

- Translating ideas into visual/motion graphics that are easy to understand for IESR's audience.
- Creating and delivering visual/motion graphics for various media
- Creating graphic templates for easy to apply to other slides or product by IESR teams
- Creating illustrations, designs, and other artwork used in branding and publication materials such as flyers, carousels, reports, websites, poster and social media advertisements
- Assisting in the creation of storyboards.
- Preparing conceptual and branding layouts for the communications products.
- Responsible report layout designs
- Providing accurate time estimates for each part of the process and deadline target.
- Encoding, converting and editing videos and adding effects/elements to enhance motion graphics.

- Creating visually stunning video assets and content
- Staying up to date on the latest graphic design techniques
- Producing podcast: Recording and Editing
- Taking initiative on projects and innovative solutions
- Adhering to brand guidelines in ways that still push creative boundaries
- Assisting Net Zero Strategic Communications Manager in conducting quality control of IESR corporate branding, identity, and design guidelines;
- Assisting with hybrid event hosting

2. Additional tasks

- Performing other tasks (or duties) as assigned by the Net Zero Strategic Communications Manager.

B. Qualifications, competencies and experience

- At least bachelor degree in the field of Design, Design graphics, Fine Arts, Visual Communications or related fields.
- A minimum of 3 years of experience designing graphics and motion videos with a strong portfolio.
- Strong technical skills in video production, graphic design, and content management systems (CMS).
- Possess excellent skills and strong knowledge of Adobe Creative Suite and broadcasting software, including Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe After Effects, Adobe Premiere Pro, Adobe Audition, Canva, or similar tools.
- Proficient in operating hybrid event tools such as OBS, Vmix, etc.
- Familiar with audio visual equipment: camera, lighting, soundcard, advance in piloting drone will be an advantage.
- Have a keen eye for design and aesthetics.
- Strong creative and storytelling skills with attention to detail.
- Highly organized and understand and prioritize effectively.
- Able to work with the team that can collaborate and communicate the ideas to stakeholders.
- Good written and verbal communication skills in Bahasa Indonesia and English.
- Have a desire to grow in digital marketing and learn new techniques to enhance design skills.

C. Duration

A three-year full-time contract and can be extended after the contract ends. We require 3 months' probation in the first year before continuing to the full term. Expected starting in March 2025.

D. Salary

Salary and benefits are competitive and will be commensurate with candidate's qualification and experience.

E. How to apply

- Download and fill up the [application form](#) from the IESR website.
- Fill and send the completed application, including 1) an application letter detailing your suitability for the role, 2) the latest CV highlighting relevant experience, a maximum of 3 pages, and 3) a portfolio showcasing previous projects (in the last two years). All documents shall be sent by email to hrd@iesr.or.id before February 7, 2025, with the email's subject consisting the name of the position.
- Only qualified candidates will be called for a test and interview.