



Job Description

Job Title:	Graphic Designer (Adobe Illustrator and InDesign Specialist)
Department:	International Support Unit (ISU)
Reports to:	Digital Communication Executive
Location:	Islamabad
Salary:	PKR.150,000/- to PKR.200,000/-
Purpose	We're looking for a creative and detail-oriented Graphic Designer who is highly skilled in Adobe Illustrator and Adobe InDesign. The ideal candidate can turn concepts into clean, engaging visuals for print and digital projects, while maintaining brand consistency and meeting deadlines
Main Responsibilities	<ul style="list-style-type: none">• Design layouts, brochures, reports, and other print materials using Adobe InDesign.• Create vector graphics, icons, and illustrations using Adobe Illustrator.• Prepare print-ready files and ensure all artwork meets production specifications.• Adapt designs for digital platforms, including social media, email, and web.• Collaborate with the communications and marketing teams to translate ideas into visuals that align with brand guidelines.• Manage multiple design projects simultaneously and deliver within set timelines.• Maintain an organized library of design assets and templates.
Required Qualification, Experience and Skills:	<ul style="list-style-type: none">• Diploma or Bachelor's degree in Graphic Design, Visual Communication, or a related field (or equivalent experience).• 2–3 years of professional design experience, preferably in a fast-paced or creative environment. Proven experience with Adobe Illustrator and Adobe InDesign (portfolio required).• Strong understanding of typography, layout, and color theory.• Ability to follow brand guidelines while bringing fresh creative ideas.• Excellent attention to detail and file organization.• Strong communication and time-management skills.• Ability to take feedback positively and refine designs accordingly. <ul style="list-style-type: none">• Experience in nonprofit or humanitarian design work.• Knowledge of Adobe Photoshop or motion graphics tools.• Understanding of print production processes