Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We welcome applications from motivated individuals for the following post at our office in **Pristina, Kosovo**. The expected starting date is January 2027 or upon agreement.

IN-HOUSE GRAPHIC DESIGNER (F/M/D) 100 % (FIXED-TERM, 2 YEARS) HELVETAS SWISS INTERCOOPERATION

The In-house Graphic Designer will support the delivery of high-quality print and digital design solutions that strengthen the Helvetas brand and communications across countries and programmes. The position will be based in Pristina but will work directly with the Head Office Communications team in Switzerland, reporting to the Team Leader Visual Communications, and will collaborate closely with the Eastern Europe Regional Communications Manager. The role involves working in an international and remote environment to translate complex topics into clear, engaging and audience-oriented visual communication products.

MAIN TASKS

- Design and layout brand-compliant communication materials, including brochures, reports, publications, fact sheets, flyers, presentations, campaign assets and event materials.
- Create engaging digital assets for websites, social media, newsletters and online campaigns.
- Ensure excellent typography, layout, readability.
- Adapt, localize and finalize existing communication materials for different languages, countries, audiences and communication channels.
- Prepare print-ready files and coordinate the technical handover of production materials to internal or external service providers.
- Develop and maintain templates for presentations, reports, publications and other standard communication products.
- Advise and support internal stakeholders in creating brand-compliant and visually effective communication materials.
- Coordinate priorities and assignments with the Visual Communications team at Head Office and collaborate closely with the Eastern Europe Regional Communications Manager.
- Manage multiple design assignments simultaneously and deliver high-quality results within agreed timelines.
- Contribute to improving design workflows, production processes, templates and visual standards.

YOUR QUALIFICATIONS

- Degree or professional qualification in Graphic Design, Visual Communication or a related field.
- At least three years of relevant professional experience as a graphic designer, visual designer or in a comparable role.
- Excellent typography, layout and editorial design skills, with a strong understanding of visual hierarchy, composition and established corporate design systems.
- Proven experience in designing communication materials for both print and digital channels.
- Experience with print-production processes, production-ready artwork.
- Advanced proficiency in Adobe Creative Cloud, particularly InDesign, Illustrator and Photoshop.
- Good knowledge of Microsoft Office applications, especially PowerPoint and Word, as well as collaboration tools such as Microsoft Teams and SharePoint.

- Excellent written and spoken English; proficiency in German would be an asset.
- Strong planning, prioritization and self-organization skills, with close attention to detail and a high commitment to quality.
- A collaborative, service-oriented and solution-focused approach, together with the ability to work effectively in an international and intercultural environment.
- Experience in an NGO, development cooperation or international organization, as well as knowledge of Canva, Adobe Premiere Pro, AI-supported design tools, motion graphics or animation, would be an advantage.

WE OFFER YOU

An impactful role in a professional, international and dynamic team, with the opportunity to contribute to the visual communication of Helvetas across countries and programmes. We offer attractive working conditions, benefits, flexible work arrangements, and a two-year contract in line with Helvetas HR policies.
This position is open to candidates who are citizens of Kosovo or legal residents of Kosovo.

We look forward to receiving your complete application including motivation letter, CV, relevant certificates, and a portfolio featuring selected samples of your work at applications@helvetas.org by 17 November, 2026, with the subject line 'In-house Graphic Designer'.
Only shortlisted candidates will be contacted.