

## **Job Vacancy - Ref: DAM – HR - 6623**

**Job title:** Graphic Designer — Research Publications & Digital Content

**Employer:** Baseline Consulting and Research — PraDam Group

**Location:** Damascus, Syria (office-based)

**Contract:** Full-time, [12-month renewable], Syrian labour law

**Experience:** 3–5 years

**Deadline:** 10 September 2026

### **Job summary**

PraDam Group, a consulting firm operating in Syria through its local arm, Baseline Consulting and Research, is seeking a Research Assistant — Economical & Geopolitical Research for Syria and Lebanon

The successful candidate will translate dense analytical content into clear, credible visual products — both publication-grade documents and the digital assets that carry our findings to a wider audience. The standard throughout is accuracy and institutional credibility, not promotional flourish.

### **Responsibilities**

#### ***Publications***

- Design and lay out policy papers, research reports, briefs, and executive summaries in English and Arabic.
- Build data visualisations (charts, comparative tables, timelines, thematic maps) in coordination with researchers and analysts.
- Apply donor visibility and branding guidelines (e.g. UN, EU, GIZ) accurately across deliverables.
- Develop and maintain reusable templates: report layouts, presentation decks, proposal and tender documents.
- Prepare print-ready and digital-ready files; manage version control and design archives.

#### ***Digital and social***

- Adapt research findings into social-ready assets: summary carousels, key-figure cards, chart snippets, and launch visuals for LinkedIn, X, and Instagram.
- Maintain platform-correct specifications and a consistent visual system across channels, in both Arabic and English.
- Coordinate with research and communications staff on publication timing, and observe embargo and clearance rules before any material is posted.

## **Required**

- 5 years of professional design experience, with a portfolio demonstrating **both** long-form document layout **and** social content for an organisation or institution.
- Advanced command of Adobe InDesign, Illustrator, and Photoshop.
- Experience with donor-funded reporting and visibility requirements.
- Figma, presentation-template engineering, or map-based visuals (QGIS or equivalent).
- Demonstrated skill in Arabic typography and right-to-left layout, alongside English layout.
- Ability to read a chart or dataset and represent it accurately; comfort working from Excel outputs.
- Working proficiency in written English and Arabic.
- Sound editorial judgement: the ability to simplify a finding without distorting it.

## **Working conditions**

Damascus-based, with occasional domestic travel and possible regional travel subject to visas.

Exposure to a multidisciplinary research environment and to regional and international projects. Professional development and cross-entity collaboration with the Prague and Dubai teams. Compliance with company security and duty-of-care procedures is mandatory. Regular coordination across time zones.

## **Integrity**

The postholder will handle confidential commercial and client information and must observe the firm's confidentiality, anti-corruption, and data protection policies. Facilitation payments and undisclosed commissions are prohibited.

## **Equal opportunity**

Baseline / PraDam Group recruits solely on competence and suitability. We do not consider religious or sectarian affiliation, political affiliation, ethnicity, gender, marital status, or place of origin. Applications from qualified women and from candidates of all backgrounds are encouraged.

## **How to apply**

Email [info@pradamgroup.com](mailto:info@pradamgroup.com), subject line "**Graphic Designer – DAM – HR – 6623 – [Full Name]**", attaching:

1. CV (max 3 pages)
2. Portfolio (PDF or link) Please include: (1) one multi-page document you designed, (2) one data visualisation you produced, and (3) one social campaign or asset series you designed for an organisation, with a short note on the brief behind it.

Only shortlisted candidates will be contacted. Shortlisting includes a written exercise and up to two interviews.