TERMS OF REFERENCE (TOR)

Post: Graphics Designer
No of Vacancies: 01
Post Type: Full time
Department: Marketing and PR
Reporting to: Marketing Coordinator

Key tasks, responsibilities and deliverables:

- Planning and executing the design and branding related activities of the corporation.
- Apply knowledge of graphics designing to successfully execute and complete tasks related to website and social media content, brochures, catalogs, training documents, newsletters, PowerPoint presentations etc.
- Original illustrations for web articles, reports, brochures, posters, social media posts etc.
- Review final layouts and suggest improvements as necessary.
- Generate designs from the concept stage to final delivery and actively contribute to the creative process.
- Lead the process of printing the designed materials if required.
- Engaging with and preparing professional marketing materials for both digital and traditional marketing platforms.
- Execute document layout, design, and revisions.
- Content writing and editing required for the designs.
- Provide design inputs for video and photography.
- Provide design inputs for website development.
- Prepare and communicate instructions for the ICT department of the corporation or personnel responsible for videography and photography.
- Assist the Marketing coordinator to identify market opportunities, and explore resources, processes and guidelines.
- Maintain an archive of all designs created.
- Photography at events organized by the corporations and photography required to develop designs for the marketing materials.
- Establishing and being responsible for maintaining a photo archive of the corporation.
- Provide support for ad-hoc requests as required by the Management.

Requirements and Qualifications:
- Certificate Level 3 in relevant field.
  Or,
- GCE 'O' Level three 'C' pass and SSC Dhivehi pass with 3 years relevant experience

Other Competencies required:
- Proven graphic design experience.
- A strong portfolio of illustrations or other graphics.
- Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop).
- Strong analytical, problem-solving, and decision-making skills.
- Should be able to independently draft, design and edit tasks on hand.
- Excellent interpersonal and communication skills.
- Have a keen eye for aesthetics and details.
- Innovative in approach and quick to respond to trends.
- Ability to work methodically and meet deadlines.
- Preference may be given to candidates who have worked in a public company in a similar field.
- Photography skills will be an added advantage.

Remuneration package:
- Gross pay between MVR 12,500 – MVR 13,500 depending on the Qualification and Experience.

Working Hours:
- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Other benefits:
- Health Insurance as per company policy
- Training and development opportunities

Documents required with the job application:
- Complete and up-to-date Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
- **All international certificates must be accredited from MQA**
- Reference letters from current/ previous employers certifying type of employment, job roles and service period.
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:
- Required documents should be submitted using the link: https://sdfcmv.aidaform.com/job-application-form-graphics-designer5 before **02nd November 2022, 14:00hours.**

Important notes to applicants:
- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified for interview.

For inquiries, please contact us on weekdays between 9:00 am to 14:00 pm via phone at 3026016 / 3026018 or email to careers@sdfc.mv