

## TERMS OF REFERENCE

**Post:** Senior Designer

**Reporting relationship:** HOD

**Employment Type:** Consultant

**Gross Salary:** MVR 16,000.00

### **RESPONSIBILITIES AND DELIVERABLES**

- Apply knowledge of graphics designing to successfully execute and complete various projects.
- Execute document layout, design, and revisions.
- Engage with and prepare professional marketing materials for both digital and traditional marketing platforms.
- Graphics design layout for handouts, brochures, flyers, business cards, invitation cards etc.
- Original illustrations for web articles, reports, brochures, posters, and social media posts
- Provide design input for various videos and photography when needed.
- Provide design input for website development.
- Provide design input for presentations and proposals.
- Review final layouts and suggest improvements.
- Generate design from concept stage to final delivery and actively contribute to the creative process.
- Maintain an archive of all the contents created.
- Perform other work-related duties assigned by FDC.
- Providing guidance and support to other team members in the Marketing and PR department.

### **REQUIREMENTS**

- MQA level 05 or 06 qualification in Designing or related field or equivalent with minimum 02 years of relevant experience



## **SKILLS AND COMPETENCIES**

- Experience in public relations, media and communications will be an added advantage.
- Excellent interpersonal personality
- Good understanding of social media platforms & trends.
- Excellent verbal & written communication skills in Dhivehi and English.
- Excellent proficiency in Microsoft Office Package (Office 365).
- Familiar with design suits such as Adobe collection and other design software and platforms
- Ability to work flexible hours.
- Ability to work as an individual and as a flexible team player.
- Good understanding of office management and marketing principles
- Good knowledge of market research techniques and databases
- Highly organized and should be able to multitask and deliver work in a timely manner.
- Must be able to work independently, be reliable and organized with ability to prioritize, manage time efficiently and meet deadlines.