



Ministry of Construction and Infrastructure  
Male', Republic of Maldives.

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Advertisement Reference: (IUL)491-CDS5/491/2024/49

Date: 14<sup>th</sup> April 2024

## GRAPHIC DESIGNER Terms of Reference

### I. BACKGROUND

The Ministry of Construction and Infrastructure plays a pivotal role in the development and enhancement of infrastructure projects within the Republic of Maldives. As the primary governmental body overseeing construction and infrastructure initiatives, the Ministry is committed to transparent communication and documentation of its activities. In line with this commitment, the Ministry is seeking a highly skilled and experienced Graphic Designer for the Media and Strategic Communications Section to visually narrate the diverse spectrum of events, projects, and ceremonies that contribute to the nation's progress.

### II. SCOPE OF WORK

1. The work of the Graphic Designer will include the following tasks, among others:
  - a. Apply knowledge of graphics designing to successfully execute and complete various project materials (web and social media content, online event information, brochures, catalogs, training documents, newsletters, PowerPoint presentations etc.)
  - b. Execute document layout, design, and revisions.
  - c. Engaging with and preparing professional marketing materials for both digital and traditional marketing platforms.
  - d. Graphics design layout for handouts, brochures, flyers, business cards, invitation cards etc.
  - e. Original illustrations for reports, brochures, posters, social media posts etc.
  - f. Provide design inputs for video and Graphic Design work.
  - g. Provide design inputs for website development.
  - h. Provide design inputs for presentations, reports, events / ceremonies etc.
  - i. Review final layouts and suggest improvements as necessary.
  - j. Generate designs from concept stage to final delivery and actively contribute to the creative process.
  - k. Prepare and communicate instructions for final assembly and print preparation both internally and with external service providers.

- l. Maintain an archive of all assets created as directed by the Section Head.
- m. Improve and edit artworks, photos, charts, and other graphic elements.
- n. Support and lead the design process of reports and presentations for printing, electronic distribution, and live delivery.
- o. Any other work-related tasks assigned by the Heads of Section that are related to the overall objectives of the Section and / Ministry.

### **III. DURATION AND COMMENCEMENT OF SERVICES**

- a) Expected contract commencement date: May 2024
- b) Contract will be on full-time basis, and contract will be for two years subject to annual review with a possibility of renewal.
- c) The performance criteria that will be used to assess the performance of the candidate at regular intervals, based upon which the contract may be continued or terminated, are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities of the assignment.

### **IV. QUALIFICATION AND EXPERIENCE**

- a) **Experience in** related field (Graphic Design) with **at least 5 years** of professional experience in a related field to the assignment.
- b) Strong communication and coordination skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment.
- c) Must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- d) Willingness and ability to work effectively under pressure and ability to multi-task.
- e) Previous government experience in Graphic Design work, media experience, certifications pertaining to Graphic Design, and videography skills would be an added advantage.

### **V. REMUNERATION AND LEAVE DETAILS**

1. The Graphic Designer will be paid fixed monthly fees of **MVR 15,000**. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Any additional allowances payable to the individual for duty travel assignments shall be compensated at the government prevailing rates by the Client.
4. Ramadan allowance shall be compensated at the government prevailing rates.
5. Leave entitlement shall be as follows;
  - a) Annual Leave: The Graphic Designer may take up to Thirty (30) working days' leave per calendar year upon the completion of the first year.
  - b) Sick Leave: The Graphic Designer may take Thirty (30) days of paid sick leave.

- I. The Graphic Designer is allowed to take 30 days sick leave with a medical certificate specifying the nature of the illness and the recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
  - II. Notwithstanding the above, the Graphic Designer is allowed to take 15 days sick leave without medical certificate and can be taken for two consecutive days.
- c) Family Responsibility Leave: The Graphic Designer may take Ten (10) days of paid leave in a year to attend to important obligations such as tending family members during illness.
  - d) Unpaid Leave: The Graphic Designer will not be paid for leave(s) that exceed the maximum allowed and the Ministry may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.
  - e) Other leaves: The Graphic Designer is entitled to leaves as per the Maldives Employment Act (Law no. 2/2008).

## VI. REPORTING OBLIGATIONS AND DELIVERABLES

- a) The Graphic Designer will be located within the Ministry of Construction and Infrastructure, and report to the Director of Communications.
- b) The Graphic Designer is expected to report to work from 0800 to 1500 hours other than public holidays and provide services to the Ministry for an average of 35 hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis. The Graphic Designer may have to work extra hours in order to complete the tasks without extra payments.
- c) The Graphic Designer will need to attend Graphic Design work that fall outside of normal working hours.

## VII. SERVICES AND FACILITIES TO BE PROVIDED BY THE MINISTRY

1. Office space and other facilities such as computers, camera equipment, drone and /or any other equipment required to execute scope of work will be provided to the Graphic Designer as required.
2. Travel expenses between Male' and project islands, food and accommodation for the trips will be provided as per the prevailing policies of the Ministry.

## VIII. SELECTION CRITERIA

The Graphic Designer will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
<b>Experience</b>	
- <b>Experience in</b> related field (Graphic Design) with <b>at least 5 years</b> of professional experience in a related field to the assignment.	<b>10 points</b>
- <b>Portfolio</b> depicting Graphic Design work undertaken.	<b>45 points</b>
- Interpersonal Skills, Practical and Presentation (will be assessed during personal interview)	<b>45 points</b>

## **IX. APPLICATION INSTRUCTIONS**

The Ministry invites interested individuals to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Copy of National Identification Card
2. Curriculum Vitae – including referee name & contact details to confirm experience.
3. Portfolio – depicting Graphic Design work undertaken.
4. Copies of attested/accredited Academic qualifications, if available.
5. For candidates currently working at a government institution, a No Objection Letter from the current workplace should be provided.
6. Police Report

## **X. SUBMISSION**

Interested candidates may submit their proposals via email on or before the time provided in the advertisement to the following address:

Human Resource Section  
Ministry of Construction and Infrastructure,  
Ameenee Magu, Maafannu Male', 20392,  
Republic of Maldives.  
Email: [jobs.mci@infrastructure.gov.mv](mailto:jobs.mci@infrastructure.gov.mv)