



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

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Advertisement Reference: (IUL)491-CDS5/491/2024/52

Date: 14th April 2024

SENIOR PHOTOGRAPHER 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 Senior Photographer for the Media and Strategic Communications Section to capture and visually narrate the diverse spectrum of events, projects, and ceremonies that contribute to the nation's progress.

II. SCOPE OF WORK

The work of the Senior Photographer will include the following tasks, among others:

1. Photograph events, projects, ceremonies, news conferences, presses inter alia.
 - a. Each photo should be edited and provided to the section head after every event / during the event (as applicable).
 - b. Ensure high quality photos of the event (including) personnel within the event, activities and sessions being carried out.
 - c. Photographer will travel to islands where the projects are held and provide photos as needed.
 - d. Shall provide and transmit a selection of the best images at the end of each day of work. Resize optimized images, if necessary, for transmission. Files should be sent either via wetransfer or drivelink to a person identified and / or as directed by the Head of Section.
 - e. Additionally, within one week of the completion of the event/ceremony, the Photographer will provide the entire take of all photographs and a selection of approximately the 25/50 best photographs edited and optimized in high resolution.
 - f. Digital originals should be shot at the highest resolution that the camera permits. The minimum resolution accepted is 4000 pixels on the long side, saved as jpeg 10 or above.

- g. Each image from the optimized edit as well as the full take must include in the IPTC metadata: the name of the event, the date, the venue, and the city/country. If possible and relevant, names and titles should be included as well.
- h. Photographs produced will successfully capture and emotionally express the core elements of the situation assigned for coverage.
- i. The coverage will include different visual perspectives (close-up, medium range, long distance), with a preference for horizontal framing, as noted.
- j. Photos will be technically good (properly exposed, framed, focused, and edits well optimized).
- k. Drone photography as requested and needed.
- l. 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 (Photography) with **at least 10 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) Be able to travel locally for project Photography
- f) Previous government experience in Photography, media experience, certifications pertaining to photography, and videography skills would be an added advantage.

V. REMUNERATION AND LEAVE DETAILS

- 1. The Senior Photographer 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 Senior Photographer may take up to Thirty (30) working days' leave per calendar year upon the completion of the first year.
 - b) Sick Leave: The Senior Photographer may take Thirty (30) days of paid sick leave.
 - I. The Senior Photographer is allowed to take 30 days sick leave with medical certificate specifying the nature of the illness and 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 Senior Photographer is allowed to take 15 days sick leave without medical certificate and can be taken for two consecutive days.
 - c) Family Responsibility Leave: The Senior Photographer 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 Senior Photographer 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 Senior Photographer is entitled to leaves as per the Maldives Employment Act (Law no. 2/2008).

VI. REPORTING OBLIGATIONS AND DELIVERABLES

- a) The Senior Photographer will be located within the Ministry of Construction and Infrastructure, and report to the Director of Communications.
- b) The Senior Photographer 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 Senior Photographer may have to work extra hours in order to complete the tasks without extra payments.
- c) The Senior Photographer will need to attend travel and / or photography sessions 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 Senior Photographer 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 Senior Photographer will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Experience	10 points
- Experience in related field (Photography) with at least 10 years of professional experience in a related field to the assignment.	
- Portfolio depicting Photography undertaken	45 points
- Interpersonal Skills and Presentation (will be assessed during personal interview)	45 points

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 photography 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 Department
Ministry of Construction and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: jobs.mci@infrastructure.gov.mv