



## TERMS OF REFERENCE (TOR)

### 1. POSITION DETAILS

Position Title: Assistant UI/UX Designer

Employment Type: Permanent

Department/Section: Information & Communication Technology

### 2. POSITION PURPOSE

The UI/UX Designer is responsible for the design and enhancement of user-friendly, accessible, and visually consistent digital interfaces for web and mobile applications. This role supports the organization's digital initiatives by ensuring that systems and platforms are intuitive, efficient, and aligned with UI/UX standards and user requirements.

### 3. KEY RESPONSIBILITIES

- Design and improve user interfaces and user experiences for digital systems and applications.
- Ensure consistency, usability, and visual standards across all digital platforms.
- Review and enhance existing interfaces to improve overall user satisfaction and usability.

### 4. SCOPE OF WORK

- Develop user journeys, wireframes, mockups, and prototypes.
- Apply user-centered design principles and usability standards in all designs.
- Conduct basic usability reviews and incorporate feedback into design improvements.
- Present design concepts and recommendations.
- Support continuous improvement of digital services through design enhancements.

### 5. QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in design, Information Technology, Software Engineering, or a related field.

### 6. ADDED ADVANTAGE

- Experience with recognized UI/UX and prototyping tools (e.g., Figma, Sketch, or equivalent).
- Knowledge of usability, accessibility, and user-centered design principles.
- Ability to produce clear, consistent, and professional visual designs.
- Familiarity with current UI/UX trends and best practices.

