



Terms of Reference

Position Title:	Graphic Designer
Missco Code:	3435
Skill Level:	3
Public Service Rank:	5
Type of Appointment:	Full-Time Contract

Introduction

The Ministry of Economic Development, Transport & Trade (MEDTT) is seeking **2 qualified Graphic Designers** to support the Ministry's communication and promotional efforts. They will play a key role in strengthening the Ministry's visual identity through the creation of engaging and impactful design materials, to effectively communicate policy initiatives, economic developments and public awareness campaigns.

The Graphic Designers will be responsible for producing high-quality multimedia content across various platforms. This includes graphic design and digital storytelling to ensure that the Ministry's initiatives are presented in a clear, engaging, and professional manner.

Scope of work

The Graphic Designers will work closely with the MEDTT team, particularly with the Minister's Bureau, to perform the following tasks:

- Create infographics, charts, and data visualizations for reports and presentations
- Design promotional materials including brochures, flyers, banners, and posters
- Develop social media graphics, animations and digital marketing materials
- Create presentation templates and slide designs for Ministry's official purposes
- Design weekly/monthly/annual reports, policy documents, and publication layouts
- Any other PR related works assigned by the HOD

Qualifications and Experience:

Level 5 or 6 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position

Educational Field:

- Graphic Design, Multimedia Design, Graphics and Multimedia, Multimedia Technology, Media & Public Relation, Editing & Visual Effects, Web Arts & Technology, Advertising Multimedia, Advertising and Graphic Design, Screen & Media, Motion Design, Graphic Design & Photography, Digital Media Design, Creative New Media Technology, Creative Multimedia, Animation & Multimedia Design.

Experience Field:

- Experience in Graphic designing, Multimedia, Audio & Video Technology, Visual Arts and media.

Other Skills:

Technical Skills:

- Proficiency in Adobe Creative Suite
- Capability to follow visual identity guides and branding elements
- Understanding of design principles and social media requirements
- Knowledge of printing processes and specifications
- Knowledge of photography/videography techniques and equipment is an added advantage

Soft Skills:

- Excellent creative and artistic abilities
- Strong project management and time management skills
- Ability to work under pressure and meet tight deadlines
- Good communication and interpersonal skills
- Flexibility to adapt to changing requirements and priorities

Contract Terms:

• Remuneration:

Basic Salary: 9,550.00

Job Allowance: 2,865.00

Attendance Allowance: 80.00 per day

- **Contract Duration:** 2 years, renewable based on performance

- **Probation Period:** 3 months

- **Working Hour:** 9:00 – 17:00

Candidate Evaluation and Selection Process:

Candidates will be assessed through a multi-stage process that evaluates academic background, professional experience, technical knowledge and practical skills. The process will include a practical assessment to measure design capabilities.



Application Requirements:

Interested candidates must submit:

- ID Card copy
- Educational certificates and professional certifications
- Detailed CV/resume
- Comprehensive design portfolio of previous work
- Reference letters from previous clients or employers

08 October 2026