

Terms of Reference

Position Title:	Senior Videographer
Missco Code:	2659
Skill Level:	4
Public Service Rank:	7
Type of Appointment:	Full-Time Contract

Introduction

The Ministry of Economic Development, Transport & Trade (MEDTT) is seeking a **qualified Senior Videographer** to support the Ministry's communication, public relations, and promotional efforts through the production of high-quality video and multimedia content.

The role involves planning, filming, editing, and producing engaging visual content that strengthens the Ministry's public image and effectively communicates its policies, initiatives, economic developments, and public awareness campaigns across various platforms.

Scope of work

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

- Lead video production projects from conceptualisation to final delivery, ensuring high-quality output aligned with the Ministry's communication and promotional objectives.
- Plan, film, edit, and produce engaging audiovisual content, including promotional videos, interviews, documentaries, event coverage, and social media content.
- Utilize professional editing software, AI tools, motion graphics, and innovative filming techniques to enhance visual storytelling and production quality.
- Collaborate and coordinate with relevant stakeholders and external production vendors where necessary.
- Ensure compliance with copyright and ethical standards, maintain organised audiovisual archives, and undertake photography and other PR-related duties as assigned by the HOD.

Qualifications and Experience:

Level 7 or 8 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position.

Educational Field:

- Videography
- Video Production

- Creative Video and Photography
- Digital Film and Video
- Film and Video Production
- Film and Video Studies
- Film Studies

Experience Field:

- Experience in Videography, Video Production and Photography is an added advantage.

Other Skills:

Technical Skills:

- Proficiency in professional video editing and post-production software, particularly Adobe Creative Suite.
- Strong knowledge of videography techniques, camera equipment, lighting, and audio recording.
- Ability to produce engaging video content aligned with branding guidelines and communication objectives.
- Proficiency in motion graphics, colour grading, and digital storytelling; knowledge of AI-assisted video production tools is an advantage.
- Knowledge of graphic design and animation 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: 9,845.00

Job Allowance: 4,595.00

Attendance Allowance: 125.00 per day

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

- **Probation Period:** 3 months

- **Working Hours:** 9:00 – 17:00



Candidate Evaluation and Selection Process:

Candidates will be assessed based on their academic qualifications, relevant professional experience, technical knowledge and skills, and portfolio of previous work.

Application Requirements:

Interested candidates must submit:

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

28 October 2026