

TERMS OF REFERENCE (TOR)

Post:	Graphics Designer
No of Vacancies:	01
Post Type:	Full time
Department:	Marketing and PR
Reporting to:	Marketing Coordinator

Key tasks, responsibilities and deliverables:

- Planning and executing the design and branding related activities of the corporation.
- Apply knowledge of graphics designing to successfully execute and complete tasks related to website and social media content, brochures, catalogs, trainings documents, newsletters, PowerPoint presentations etc.
- Original illustrations for web articles, reports, brochures, posters, social media posts etc.
- Review final layouts and suggest improvements as necessary.
- Generate designs from concept stage to final delivery and actively contribute to the creative process.
- Lead the process of printing the designed materials if required.
- Engaging with and preparing professional marketing materials for both digital and traditional marketing platforms.
- Execute document layout, design and revisions.
- Content writing and editing required for the designs.
- Provide design inputs for video and photography.
- Provide design inputs for website development.
- Prepare and communicate instructions for the ICT department of the corporation or personnel responsible for videography and photography.
- Assist Marketing coordinator to identify market opportunities, explore resources, processes, and guidelines.
- Maintain an archive of all designs created.
- Photography at events organized by the corporations and photography required to develop designs for the marketing materials.
- Establishing and be responsible for maintaining a photo archive of the corporation.
- Provide support on ad hoc requests as required by the Management.

Requirements and Qualifications:

- GCE A Level minimum two 'C' pass and SSC Dhivehi pass.
Or,
- GCE O Level minimum three 'C' pass and SSC Dhivehi pass with 1 years' relevant experience.

Other Competencies required:

- Proven graphic designing experience.
- A strong portfolio of illustrations or other graphics.
- Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop).
- Strong analytical, problem-solving, and decision-making skills.
- Should be able to independently draft, design and edit tasks on hand.
- Excellent interpersonal and communication skills.
- A keen eye for aesthetics and details.
- Innovative in approach and be quick to respond to the trends.
- Ability to work methodically and meet deadlines.
- Preference may be given to candidates who have worked in a public company in a similar field.
- Photography skill will be an added advantage.

Remuneration package:

- Gross pay between MVR 12,000 – MVR 13,000 depending on the Qualification and Experience.

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
- **All international certificates must be accredited from MQA**
- Reference letters from current/ previous employers certifying type of employment, job roles and service period.
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-graphics-designer> before **19th December 2021, 14:00hours**.

Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified for interview.

For inquiries, please contact us on weekdays between 9:00am to 14:00pm via phone 3026015 / 3026016 or email to hr@sdfc.mv