

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



مركز المعلومات الوطني

NATIONAL CENTRE FOR INFORMATION TECHNOLOGY

Ref no: (IUL)164/1/2017/65

Date: 26th November 2017

GRAPHIC DESIGNER

INTRODUCTION

The National Centre for Information Technology (NCIT) wishes to hire **01 (one)** energetic, self-motivated, organized and enthusiastic Graphic Designer

OBJECTIVES

The objective of the hired person is to work as a team under NCIT's guidance with up-to-date knowledge to interpret our needs and to design solutions with high visual impact

DURATION

01 Year (Renewable based on performance)

KEY TASKS AND RESPONSIBILITIES

1. Preparation of designs, animations for NCIT products including but not limited to Leaflets, Brochures, print media, introductory videos, video tutorials etc.
2. Working with required team, briefing and advising them with regard to design style, format, print production and timescales
3. Preparing rough drafts of material based on an agreed brief
4. Reviewing final layouts and suggesting improvements if required
5. Coordinating with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality.
6. Working with a range of media and keeping up-to-date with emerging technological and specialized graphic design softwares
7. All other tasks or activities required to fulfill the contractual obligations

MANDATORY REQUIREMENTS

- Cambridge International General Certificate of Secondary Education (IGCSE) or General Certificate of Education (GCE) Ordinary-Level Exam with minimum "C" Grade in 3 subjects.
- Must score above 60% from Practical Exam

PERSONAL SKILLS & COMPETENCIES

- Strong commitment and willing to work outside normal working hours when required
- Strong flexibility and willingness to learn
- Strong interpersonal skills.
- Presentation skills.
- Ability to assess and communicate issues clearly.
- Strong problem-solving skills.
- Ability to work independently.
- Ability to undertake both technical and administrative works.

REMUNERATION

Basic Salary MVR 12,000/-

WORKING HOURS

Full time: 8:00am – 2:00pm (if required 4:00 pm, time should be adjustable in order to achieve the objectives)

CONTENTS OF JOB APPLICATION

The job applications should comprise the following documentation and late submission of any of the documents will not be accepted:

1. Letter requesting for the job,
2. Copy of Identification Card,
3. Copies of academic certificates (Accredited and attested)
4. CV
5. Copies of reference produced by previous employers

Interested candidates please apply in writing with CV and copies of relevant certificates to:

National Centre for Information Technology
64, Kalaafaanu Hin'gun,
Male', Republic of Maldives
Phone: + (960) 334 4000/ Fax: (960) 334 4004

OR email to: jobs@ncit.gov.mv

Deadline: 07th January 2018 before 1330hrs