

VACANCY NOTICE NO. 2021/01 – Re-advertised

Issue Date: 14 February 2021

Closing Date: 28 February 2021Z -
1400hrs

Title	Graphic Designer (HEOC Communication)	Duty Station	Male', Maldives
Contract Arrangement and type:	SSA	Organizational Location	Ministry of Health/HOEC
Grade	SSA 5	Duration	06 months

MAIN DUTIES TO BE PERFORMED:

Under the direct supervision of the communications Cluster Head and team at HOEC program manager, the responsibilities of the graphic designer will work on the following tasks:

- Layout and design based on information, data and communication material required (social media posts, material for TV programmes, certificates, banners posters, booklets, leaflets, books, flyers, cards)
- Deliver creative and innovative ideas for print, electronic, web-based and animated presentations and improve, edit art-work, photos, charts and other graphic elements.
- Design and layout of published reports and other communication materials for printing and electronic distributions.
- Design and layout of reports and other products; and improve and edit artworks, photos, charts and other graphic elements
- Any other duties as assigned by the supervisor

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

Competencies	1) Fostering, Integration and Teamwork, 2) Respecting and Promoting individual and cultural differences, 3) Communicating in a Credible and effective way, 4) Producing Results, 5) Time Management
Educational Qualifications	Required: Diploma in Information technology and Certificate in Digital Animation Good command of both English and Dhivehi, spoken, written, and presentation including word processing skills in both languages Desirable: Bachelor's degree or Diploma in related field
Experience	Required : Should have at least 1 year office work experience in the field or related field; Ability to plan, prioritize and deliver quality services on time. Desirable: Have experience related field and have experience in graphic designing including the use of software such as Adobe Design Premiun, In-Design, CorelDraw, web design tools such as Dreamweaver and Flash, etc. ALSO computer literate, including MS Office package and use of email, internet, etc.

	Willingness and ability to work long hours.
Knowledge and skills	Strong interpersonal skills and communication skills -Ability to plan, prioritize and deliver quality services on time and independently Motivated and interested in self-learning. -Understanding of social media platforms for best practice of awareness materials (infographics design) -Proficient in designing layouts and typography skills -Proven proficiency of graphic production from start to published/printed creation with understanding of printing processes (offset and digital) and color management,
Computer Literacy	Able to operate MS-office packages (Outlook Email, Word, Excel, PowerPoint) + good knowledge in Graphic Design (Corel Draw and/or Photoshop)
Languages	Proficient in Spoken and Written English and Dhivehi

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

1. Applicants should submit a brief resume of their relevant experience and other qualifications along with national ID and give reasons for being suitable for the post, using the WHO Personal History Form (PHF). Applicants may contact the WHO Country Office for the PHF or download it from the website <http://www.searo.who.int/maldives/about/employment>.
2. Application marked "Confidential" should be submitted to the WHO Country Office for Maldives, 6th Floor, Roashanee Building, Sosun Magu, Male', in the PHF form as stated in 1 above. Applications can also be submitted through e-mail to: semav_vacancy@who.int with the subject as "Application for the post of "Graphic Designer (HEOC Communication)"
3. Date and time of the written test and interview will be communicated to the shortlisted candidates separately. Recruitment process time is approximately 1 month.
4. This vacancy is for nationals of the Republic of Maldives only.
5. Monthly salary: MVR.13,641.00
6. WHO is committed to workforce diversity.
7. WHO has a smoke-free environment and does not recruit smokers.
8. Please contact WHO Country Office, Male', Republic of Maldives, for any further details.