



Ministry of Tourism and Environment

Male', Republic of Maldives

Number: (IUL)88-ADHR/88/2025/290

Date: 18th June 2025

PHOTOGRAPHER

Terms of Reference

BACKGROUND

The Ministry of Tourism and Environment is mandated with the formulation and implementation of tourism policies, the development of the tourism sector, and effective destination management. In addition, the Ministry is responsible for environmental conservation, climate change adaptation and mitigation, and the delivery of critical public services, including energy, water and sanitation, and waste management.

To support these efforts, the Ministry seeks to recruit a skilled and creative photographer to document its initiatives, campaigns, and activities through compelling visual storytelling.

SCOPE OF WORK

The responsibilities of the Senior Photographer will include the following tasks:

The photographer's responsibility is to capture, edit, and maintain high-quality photographic content that supports the ministry's communications, documentation, and promotional objectives. Responsibilities include:

1. Taking high-resolution photographs of ministry activities, site visits, projects, and initiatives in Male' and other islands.
2. Capturing portraits, team photos, and official photographs for reports, press releases, and digital platforms.
3. Coordinating with relevant departments to plan and execute photography work based on event schedules and campaign timelines.
4. Professional editing and enhancement of photographs using appropriate software.
5. Maintaining a systematically organized digital archive of all photographic materials.
6. Providing creative ideas and visual storytelling approaches to support media campaigns, publications, and exhibitions.
7. Working closely with the ministry's media team to ensure photographic content aligns with ministry branding and messaging.



8. Preparing photos for print and digital use, including formatting and resizing as needed.
9. Assisting in photo selection for reports, presentations, websites, and social media platforms.
10. Assisting with video documentation when needed, including basic videography and still photography during video shoots

DURATION AND COMMENCEMENT OF SERVICES

1. **Expected Contract Commencement Date:** July 2025
2. The contract will be on a full-time basis for two years, subject to annual review and potential renewal.
3. Performance will be assessed based on effectiveness, efficiency, and quality in delivering services as per the Scope of Work. Contract continuation or termination will be based on this assessment.

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree in a relevant field; OR
2. Diploma in a relevant field with a minimum of 5 months' experience; OR
3. At least 1 year of experience in a related field.
4. Strong communication and coordination skills, with the ability to build good working relationships with colleagues and stakeholders in a sensitive environment.
5. Demonstrated interpersonal and motivational skills, sensitivity to the local context, and ability to work with minimal supervision.
6. Ability to perform well under pressure and effectively manage multiple tasks
7. Ability to travel locally for photography assignments.
8. Previous experience with government projects, media-related work, photography certifications, and videography skills will be considered an added advantage.

REMUNERATION AND LEAVE DETAILS

1. The Photographer will receive a **fixed monthly salary of MVR 15,000**, split as follows:
 - **50% as Monthly Basic Salary**
 - **50% as Living Allowance**
2. The successful candidate will be subject to a **7% pension deduction** from the Monthly Basic Salary, in accordance with the Maldivian Pension Act.
3. Any additional allowances payable for duty travel assignments will be compensated at the **prevailing government rates** by the Client.

Ramadan Allowance will be provided in accordance with prevailing government rates.



LEAVE ENTITLEMENT

1. **Leave entitlements** are as follows:

a) **Annual Leave:** The Photographer is entitled to **thirty (30) working days** of annual leave per calendar year upon completion of the first year.

b) **Sick Leave:** The Photographer is entitled to **thirty (30) days of paid sick leave** per year.

i. Sick leave exceeding two consecutive days must be supported by a **medical certificate** issued by a **licensed medical practitioner**, specifying the nature of the illness and the recommended duration. The certificate must be submitted on the first day back at work.

ii. The Photographer may take up to **fifteen (15) days of sick leave without a medical certificate**, limited to **two consecutive days per instance**.

c) **Family Responsibility Leave:** The Photographer may take Ten (10) days of paid leave in a year to attend to important obligations such as tending family members during illness.

d) **Unpaid Leave:** Any leave exceeding the allotted entitlements will be **unpaid**. The Ministry reserves the right to **terminate the contract** if unpaid leave exceeds **thirty (30) working days**.

e) **Other Leave:** The Photographer is also entitled to additional leave as outlined in the **Maldives Employment Act (Law No. 2/2008)**.

REPORTING OBLIGATIONS AND DELIVERABLES

1. The Photographer will be based at the **Ministry of tourism and Environment** and report directly to the head of section.
2. The Photographer is expected to work from **08:00 to 15:00**, excluding public holidays, averaging **35 hours per week**. Remuneration will be calculated **pro rata** for any day with less than 7 hours worked. The Photographer may be required to work additional hours without extra compensation in order to complete tasks.
3. The Photographer must also be available to perform duties outside regular working hours when required.



SERVICES AND FACILITIES TO BE PROVIDED BY THE MINISTRY

1. The Ministry will provide **office space and necessary equipment**, including computers, camera gear, drones, and any other tools required to fulfill the scope of work.
2. Expenses related to **travel between Malé and project islands**, including **food and accommodation**, will be covered as per the Ministry's prevailing policies.

SELECTION CRITERIA

The Photographer will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
- Education and / or Experience criteria.	10 points
- Portfolio depicting photography work undertaken.	45 points
- Interpersonal Skills, Practical and Presentation (will be assessed during personal interview)	45 points

APPLICATION INSTRUCTIONS

The Ministry invites interested individuals to submit an **Expression of Interest**, including the following documents to demonstrate eligibility:

1. Copy of **National Identification Card**
2. **Curriculum Vitae** – including names and contact details of referees
3. **Portfolio** showcasing previous Graphic Design work
4. Copies of **attested/accredited academic qualifications**
5. For candidates currently employed in a government institution, a **No Objection Letter** from the current employer
6. Recent **Police Report**

SUBMISSION

Interested Candidates submit their proposals via email **before the deadline stated in the advertisement** to the following address:

Human Resource Section

Ministry of Tourism and Environment
Republic of Maldives

Email: jobs@mote.gov.mv