



Ministry of Tourism and Environment

Male', Republic of Maldives

Number: (IUL)88-ADHR/88/2025/291

Date: 18th June 2025

GRAPHIC DESIGNER

Terms of Reference

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.

As the primary governmental body overseeing these initiatives, the Ministry is committed to transparent communication and comprehensive documentation of its activities. In line with this commitment, the Ministry is seeking a highly skilled and experienced **Graphic Designer** for the **Media Section**, to visually narrate the diverse range of events, projects, and ceremonies that contribute to the nation's advancement.

II. SCOPE OF WORK

The work of the Graphic Designer will include the following tasks:

1. Apply expertise in graphic design to successfully execute and deliver various project materials, including web and social media content, online event information, brochures, catalogs, training documents, newsletters, PowerPoint presentations, etc.
2. Create motion graphics as instructed by the Section Head or as required by the Ministry.
3. Develop original illustrations for reports, brochures, posters, social media posts, and similar materials.
4. Execute layout, design, and revision of documents.
5. Create professional marketing materials for both digital and traditional platforms
6. Design layouts for handouts, brochures, flyers, business cards, invitation cards, and similar materials.
7. Provide design input for video production and other graphic design-related work.
8. Provide design input for website development.
9. Contribute design ideas for presentations, reports, events, and ceremonies.
10. Review final layouts and suggest improvements as necessary.
11. Generate designs from concept to final delivery and actively contribute to the creative process.
12. Prepare and communicate instructions for final assembly and print preparation, both internally and with external service providers.
13. Maintain an organized archive of all assets created, as directed by the Section Head.
14. Edit and enhance artwork, photographs, charts, and other visual elements.
15. Support and lead the design process of reports and presentations for print, digital distribution,



and live delivery.

16. Perform any other tasks assigned by the Section Heads that align with the overall objectives of the Section or Ministry.

III. DURATION AND COMMENCEMENT OF SERVICES

- a) **Expected contract commencement date:** July 2025
- b) The contract will be on a full-time basis for a period of **two years**, subject to **annual performance review**, with a possibility of renewal.
- c) Performance will be evaluated based on the **effectiveness, efficiency, and quality** of deliverables in relation to the Scope of Services, Duties, and Responsibilities. These evaluations will inform decisions on contract continuation or termination.

IV. QUALIFICATIONS AND EXPERIENCE

- a) Bachelor's degree in a relevant field; **OR**
- b) Diploma in a relevant field with a minimum of **6 months** of professional experience; **OR**
- c) At least **1 year** of professional experience in a relevant field.
- d) Strong communication and coordination skills, with the ability to establish effective working relationships with colleagues and stakeholders in a sensitive environment.
- e) Demonstrated interpersonal and motivational skills, cultural sensitivity, and the ability to work independently with minimal supervision.
- f) Ability to perform well under pressure and effectively manage multiple tasks.
- g) Prior experience working in government, media, or graphic design; certifications in graphic design or videography will be considered an added advantage.

V. REMUNERATION AND LEAVE DETAILS

1. The Graphic Designer 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.
 4. **Ramadan Allowance** will be provided in accordance with prevailing government rates.
1. **Leave entitlements** are as follows:
 - a) **Annual Leave:** The Graphic Designer is entitled to **thirty (30) working days** of annual leave per calendar year upon completion of the first year.



b) **Sick Leave:** The Graphic Designer 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 Graphic Designer 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 Graphic Designer 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 Graphic Designer is also entitled to additional leave as outlined in the **Maldives Employment Act (Law No. 2/2008)**.

REPORTING OBLIGATIONS AND DELIVERABLES

1. The Graphic Designer will be based at the **Ministry of tourism and Environment** and report directly to the head of section.
2. The Graphic Designer 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 Graphic Designer may be required to work additional hours without extra compensation in order to complete tasks.
3. The Graphic Designer 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 Graphic Designer will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
- Education and / or Experience criteria.	10 points
- Portfolio depicting Graphic Design 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