

SCHEME OF SERVICE

- POST** : **GRAPHIC DESIGNER/WEB ADMINISTRATOR**
- SALARY SCALE** : **Rs 21850 flat**
- DURATION** : **1 Year Renewable, subject to approval of the ADI Board**
- QUALIFICATIONS** :
- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Art obtained at not more than two sittings; or**
 - (b) Passes not below Grade C in at least five subjects including English Language, French and Art obtained at not more than two sittings at the General Certificate of Education 'Ordinary Level' provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; or**
 - (c) An equivalent qualification acceptable to the Board.**

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations or an equivalent qualification acceptable to the Board.

- B. A Diploma in Graphic or Communication Graphic from a recognized institution or an equivalent qualification acceptable to the Council.**

Knowledge in the following software is desirable:

- (a) Adobe CC Master Collection**
- (b) Multimedia software manipulation**
- (c) Autodesk Suite**
- (d) Free Design Software**
- (e) Web development/Design tools (Content Management System such as Wordpress and others)**
- (f) Microsoft Office**
- (g) 3D Software, not limited to Blender Sketch**

up and 3D printing tools

DUTIES

Report to the Director or as delegated inter alia perform the following duties:

- 1. Conceptualise and Design for a wide range of print and digital materials including brochures, presentations, newsletters, large scale print / 3D print (exhibition displays), wall design, and marketing materials;**
- 2. Deliver on-trend designs, come up with on-brand creative ideas and always be willing to push the boundaries with innovative designs;**
- 3. Create and edit audio/video Web contents for campaign launches and social media content on a daily basis to present brand campaign concepts;**
- 4. Create and update Websites;**
- 5. Develop different templates through software tools;**
- 6. Consult with external suppliers to manage production and delivery, whilst monitoring the quality of work delivered;**
- 7. Carry out multiple projects simultaneously and ensure they are completed within deadlines;**

- 8. Work closely with to the Director or as delegated inter alia to concept and produce designs for small and large-scale events and activities;**
- 9. Monitor competitor creatives, industry trends, user experience and create best practices across the industry;**
- 10. Carry out shootings during the Academy's events and as and when required;**
- 11. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.**

NOTE

The Graphic Designer/WEB Administrator may be required to work outside normal working hours, including Saturdays and Sundays.