

SCHEME OF SERVICE

<u>Organisation:</u>	Mauritius Tourism Promotion Authority
<u>Post:</u>	Graphic Designer
<u>Salary:</u>	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 – 60600
<u>Effective Date:</u>	29 March 2023
<u>Qualifications:</u>	A. A diploma in Graphic Design from a recognised institution or an equivalent qualification acceptable to the Board B. Candidates should- (i) reckon at least three years' post-qualification experience in Graphic Design (ii) have a sound knowledge of latest trends in graphic software; (iii) have photography skills; (iv) be able to work independently and in a team; (v) be conversant with Macintosh and Windows Operating Systems; (vi) possess communication and analytical skills; (vii) be able to meet tight deadlines; and (viii) be computer literate. Candidates should produce written evidence of experience/knowledge claimed. <u>Note</u> Candidates should demonstrate their creativity and originality through a professional portfolio that features their best designs.
<u>Duties:</u>	1. To create designs, concepts and sample layout based on knowledge of layout principles and aesthetic design concepts. 2. To use - (i) computer software to generate new images; (ii) digital camera/equipment for photo shooting of events organised/sponsored by the Mauritius Tourism Promotion Authority, and



- (iii) photo enhancing software to edit and print pictures.
- 3. To create -
 - (i) layouts for logos, magazines, websites, newsletters, newspapers, brochures and other print materials; and
 - (ii) promotional displays including signs, banners and signage systems for public events projects.
- 4. To develop design briefs as per the Mauritius Tourism Promotion Authority's requirement.
- 5. To prepare illustrations/rough sketches of material.
- 6. To maintain a database of all designs concepts and photoshoots made.
- 7. To use ICT in the performance of his duties.
- 8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from in the roles ascribed to him.

Note

The Graphic Designer will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays officially declared cyclone days.

