

POST: RESEARCH ASSISTANT – 01 (One)

Job Description for the Post of Graphic Designer

POST: GRAPHIC DESIGNER

Reports to: Consultant/ Project Coordinator

Responsibility: All the work assigned

Main Function: He / She will be responsible for creating visual text and imagery. He / She will design creative content for project.

WORK LOCATION: IIMC, NEW DELHI

1) KEY RESPONSIBILITY:

- Developing concepts, graphics and layouts for report
- Conduct field-work in selected States for data collection
- Manage and conduct timely completion of the process of data coding and entry
- Work with other team members and submitting reports on timely (weekly/fortnightly) basis as required for internal and external use
- Assist in managing any relevant internal or external communication related to the project as instructed by the Project Director/Co Project Director.

2) EDUCATIONAL QUALIFICATION:

Essential:

- Bachelor's degree in graphic design or related field.

3) WORK EXPERIENCE:

A minimum work experience of 2 years as a graphic designer or in related field is desirable.

4) ESSENTIAL SKILL-SETS REQUIRED:

- Proficiency with required desktop publishing tools, including Photoshop, InDesign Quark, and Illustrator
- Effective time management skills and the ability to meet deadlines.
- Able to give and receive constructive criticism.
- Understanding of marketing, production, website design, corporate identity, product packaging, advertisements, and multimedia design.
- Experience with computer-aided design.
- Excellent oral and written communication and presentation skills

- Analytical and Interpersonal Communication Skills

5) PERIOD OF ENGAGEMENT (DURATION)

The selected candidate will be hired for a period of ten months (10 months only) which can be extended further for one or two months depending on the performance of the candidate reviewed quarterly by the Project Coordinator/HoD, Communication Research.

6) REMUNERATION

Total emoluments for the post would be a consolidated amount of Rs.20,000/- per month, with no other perks or facilities. The consolidated remuneration paid per month will be subject to deduction of Income/Tax/Service Tax as per rules and regulations of the Government of India.

7) APPLICATION PROCEDURE

- 1) Portfolio:** Demonstrable graphic design skills with strong portfolio
- 2) References:** Candidates should provide names of two supervisors as references with whom they have worked.
- 3)** The CV should mention the Educational Qualification and Work Experience in the order of the most recent first and the earliest record and subsequent details later.
- 4)** Recruitment process will include written/practical test and interview.

9) TA/DA

No TA/DA shall be admissible for interview, for joining the assignment or on its completion
