**JOB CODE:133 TITLE: Graphic Designer LAST DATE: 22/11/2023**

Total No. of Post : 1

Remuneration : 20,000 – 25,000 per month (consolidated)

Will commensurate with age and experience

Type : On contract – Part time 05 days a week

Age : less than 35 years

**Job Description:**

* To prepare designs and graphics for books, booklets, newsletters, banners, posters, other publicity material, labels, information panels, brochures, leaflets, activity worksheets, trails, dockets, resources, social media and website posts
* Exhibitions and publications related graphic work.
* Rasterization, and line drawings of objects, and graphic documentation.
* Image editing in coordination with the photographers.
* To coordinate with printers and vendors on production.
* To supervise installation of created artworks.
* Any other task assigned by section in charge.

**Essential Qualification & Experience:**

* Graduate, Personnel with prior designing experience will be preferred
* Knowledge of design software – Adobe Photoshop, Lightroom, InDesign, Illustrator, Corel Draw, AutoCAD, Canva, Knowledge of multimedia, etc.
* Should have minimum 03years’ experience.

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before November 22, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 133 Graphic Designer **OR** email your CV mentioning (Job Code 133 Graphic Designer) in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)

The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same.