



Government of the Republic of Trinidad and Tobago

## Ministry of Finance

### Employment Opportunity

Applications are invited from suitably qualified persons for employment, on contract for a period of two (2) years in the following position at the Ministry of Finance.

#### Graphic Design Artist

##### **Job Description:**

The Graphic Design Artist finds the most effective way to get messages across in print and electronic media using colour, type, illustration, photography, animation and various print and layout techniques. An initial step in developing a new design is to determine the needs of the client, the message the design should portray therefore, communication skills and insight are important qualities.

##### **Duties and Responsibilities:**

- Generation of Graphic layouts, for newsletters, flyers, training brochures and manuals, including media for print, online and video delivery through the use of computer software.
- Plan, analyze and create visual solutions to communications problems.
- Assist in project concept and development.
- Delivers innovative, illustration concepts while being guided by corporate standards.
- Works with Media Specialist to ensure projects are delivered on time and meet production standards.

- Archives graphic projects using a simple Media Bank system, including art files and photos.

### **Minimum Qualifications and Experience:**

- A certificate in Graphic Design and a bachelor's degree in business or the social science.
- Must be qualified in, or have demonstrable experience in the use of Windows XP, Adobe Photoshop, and Illustrator.
- Ability to meet deadlines.
- Must be qualified in, or have demonstrable experience in the use of Graphic Software.
- A portfolio set in soft copy should accompany application.

Applications should be submitted to:

**Attention: Director, Human Resources**

The Permanent Secretary

Ministry of Finance

Level 7

Eric Williams Finance Building

Independence Square South

Port of Spain

### **Terms and Conditions of Employment**

**Please Note:** Salary and other terms and conditions applicable to these contract positions will be negotiated with the Chief Personnel Officer (CPO), Personnel Department.

Closing date for submission of applications is **Friday June 24, 2011.**

We thank all applicants for their interest but only suitable applicants would be acknowledged.

Ministry of Finance Website: [www.finance.gov.tt](http://www.finance.gov.tt)