

**MINISTRY OF FINANCE  
VACANCY FOR GRAPHIC DESIGNER  
CENTRAL COMMUNICATIONS UNIT**

Applications are invited from suitably qualified college graduates to fill vacancy for a Graphic Designer within the Central Communications Unit, at the Ministry of Finance.

**Minimum Qualifications Required:**

**Applicants must possess:**

- i. An Associate's Degree in graphic design or other art/design-based subject from an accredited college/university or equivalent combination of education from an accredited college/university or professional institute.
- ii. Minimum of 2 years equivalent work experience in a professional/corporate or public service environment with a portfolio that includes branding assets, advertising and marketing campaign collateral, publication design, infographics and other digital graphics.
- iii. Advanced working knowledge of professional design software including the Adobe Creative Suite or the equivalent.
- iv. Photography experience *preferred*
- v. Experience and Competencies with multi-media/video editing software *preferred*
- vi. Work experience in finance/business related fields *preferred*

➤ **Competencies/Skills Required:**

- i. Passionate about graphic design with excellent creative instincts and time management skills
- ii. Innovative design problem solver
- iii. Strong communication skills, both written and verbal
- iv. Exceptional design aesthetic, variations on styles and awareness of design trends and innovation
- v. Strong organizational skills and extreme attention to detail
- vi. Strong typography, photography and color theory skills
- vii. Experience working with creative briefs to produce creative concepts and ideas into online media and print assets for multiple channels.
- viii. Organized and highly detail-oriented through all phases of the creative process
- ix. High proficiency with Sketch, Adobe Creative Suite software, Photo Shop, InDesign and other design programs *preferred*

**Job Summary:**

The Central Communications Unit is responsible for the planning, coordination and execution of all communication activities of the Ministry of Finance (MOF) and its five subsidiary agencies, including: The Department of Inland Revenue, B a h a m a s Customs Department, The Public Treasury Department, Department of Statistics and the soon to be formed Public Procurement unit.

The Graphic Designer will be responsible for the conceptualization, design and development of graphic design assets that simplify and visualize key messages as well as statistical information for several audiences, in support of various project-related communication campaigns while advancing the Ministry's overall communication objectives.

- a. Branding
- b. Social media promotions
- c. Advertising promotions

- d. Content marketing, including publication development
- e. Website content development
- f. Stakeholder engagement events
- g. General public education activities

**Job Responsibilities:**

- i. Design, produce, and maintain layout templates; for publications and reports produced on a regular basis for the Ministry
- ii. Brainstorm and propose creative concepts and ideas to campaign strategists
- iii. Simultaneously manage a high-volume workload involving multiple projects within a fast-paced, collaborative environment, requiring short deadlines/turnaround times.
- iv. Modify and revise deliverables for approval based on internal feedback or direction.
- v. Source stock photography as needed.
- vi. Create and maintain a comprehensive archive of communication assets produced in a centrally prescribed location e.g. cloud or share drive.
- vii. Have experience working in a team environment, including sharing and receiving feedback and knowledge with peers
- viii. Be passionate about graphic design, while demonstrating a positive attitude, enthusiasm, professionalism, and bringing creativity to your role every day
- ix. Demonstrate excellent interpersonal skills, including proven listening skills, and the ability to communicate in a clear and well organized manner.
- x. On call support for time sensitive priority initiatives.

**The position is on contractual terms for a period of three (3) to six (6) months at a competitive salary.**

**Application Submission Deadline: April 30, 2021**

A resume and a completed Government Employee Application Form should be scanned and submitted electronically to [mofjobs@bahamas.gov.bs](mailto:mofjobs@bahamas.gov.bs). The Government Employee Application Form is available online at: <https://bit.ly/2MBy84e>

Place the job title in the subject line when submitting your email (e.g. Job Application: Graphic Designer) Include proper contact details (email address, telephone contact) should we wish to reach you.

**Applicants that do not have the basic qualifications will not be considered.**