



OFFICE OF THE REGISTRAR

JOB DESCRIPTION & PERSON SPECIFICATION FOR GRAPHICS DESIGNER

1. JOB INFORMATION

Post Title: **GRAPHICS DESIGNER**
Mode: **Full Time**
Ref No: **WUB/HRM/G_D/2019(1)**

2. JOB DESCRIPTION

Main Duties and Responsibilities

- *Should able to design and create graphics according to the guidelines and instructions.
- *Prepares work to be accomplished by gathering information and materials based on agreed brief.
- *Plans concept by studying information and materials.
- *Completes projects by coordinating with clients.
- *Contributes to team effort by accomplishing related results as needed.
- *Developing concepts, graphics and layouts for product illustrations, company logos, and internet website.
- *Reviewing final layouts and suggesting improvements if required.
- *Any other tasks assigned by management.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given

Other Administrators as appropriate.

PERSON SPECIFICATION FOR GRAPHICS DESIGNER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Diploma in Engineering in Graphics Design, Illustrator, Photoshop, CorelDRAW and Video Editing.	Preferable Knowledge of any other language.
Experience	Must have 3 – 5 years practical knowledge & experience on Adobe Photoshop, Illustrator, Flash, Animation, logo-letterhead design, Web banner ad etc.	Up to date knowledge of any western Higher Education system.
Job Related Skills and Capabilities	<p>Commitment to delivering high quality services.</p> <p>Good organizational and management skills.</p> <p>Suitable level of proficiency in ICT and understanding of its application.</p>	<p>Evidence of successful external network.</p> <p>Some administrative and organizational experience.</p>
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations.	Experience of mentoring or supporting more junior or less experienced colleagues.
Other Requirements	Willingness to travel abroad to undertake administrative and related activities related to the role.	

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. Application forms for the post are available from <http://jobs.wub.edu.bd>. Please download the form and submit your application via email to hr@wub.edu.bd or submit by postal mail to **Human Resources Division**, World University of Bangladesh, Building 3/A, Road # 04, Dhanmondi, Dhaka – 1205, BANGLADESH.