



## **OFFICE OF THE REGISTRAR**

### **JOB DESCRIPTION & PERSON SPECIFICATION FOR GRAPHICS DESIGNER**

#### **1. JOB INFORMATION**

Post Title: **GRAPHICS DESIGNER**

Mode: **Full Time**

Ref No: **WUB/HR/GD\_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
<b>Education / Qualifications</b>	Must have aesthetic knowledge in illustrator, Photoshop, CorelDRAW & Video Editing.	Preferable Knowledge of any other foreign language.
<b>Experience</b>	Must have 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.
<b>Job Related Skills and Capabilities</b>	<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>
<b>Interpersonal Skills</b>	Effective oral and written communication skills in both individual and group situations.	Experience of mentoring or supporting more junior or less experienced colleagues.
<b>Other Requirements</b>	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](mailto: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](mailto: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.