

Title	Graphic Designer
Vacancy Number	MoPW/SRTAP/PSC/1400-59
Ministry	Ministry of Public Works
Organization	Program for Service life enhancement and construction cost reduction of roads (PSC)
Project	Sustainable Reform & Technical Assistance Project
Duty Station	Kabul
Duration	1 year (with the possibility of extension)
No of Jobs	2
Nationality	Afghan
Sex	Male/Female
Salary Range	NTA Salary Scale (Grade – C)
Announcing Date	22 May 2021
Closing Date	03 June 2021
Job Type	Engineering & Technology
Shift	Full Time
Job Status	Sourcing
Experience	6 years of relevant experience

Background:

The Ministry of Public Works (MoPW) is responsible for the planning, design, procurement, implementation, monitoring, and maintenance of the various transportation infrastructure projects such as roads, bridges, and its relevant drainage and retaining/protection structures in the government of the Islamic Republic of Afghanistan.

On a mission to reduce project costs and extend the service life of road infrastructures in Afghanistan, the MoPW aims to embark on a project to *develop a set of new criteria for the design of roads and highway infrastructures* in compliance with national and international standards, country's climatic and environmental conditions, economic situation, safety requirements, and the available construction technology. The adoption of newly developed design criteria will enhance safety, mobility, and sustainability when designing.

For the effective accomplishment of this purpose, the ministry intends to establish a team of well-versed and highly experienced professionals that will work together to revise the available *Interim Road and Highway Standard* and substituting it with the newly developed design criteria for roadways and highway infrastructures with sufficient quality to be adopted by the MoPW and other relevant highway agencies and contractors functioning in Afghanistan. The developed design criteria will encompass the essential design criteria, including but not necessarily limited to road functional/administrative

classification system, sets of design references, guidelines for traffic characteristics, sight distance, horizontal/vertical alignment, cross-sectional elements, rest/parking facilities, ramps, drainage facilities, and structures, retaining structures, intersection types, pavement types, pavement markings, traffic signs, and road furniture, etc.

Scope of Work/Job Summary:

The MoPW intends to engage a highly experienced graphic designer with a proven background in designing and publishing print / digital collateral standards, guidelines, manuals, etc., who will function as a member of the team for developing a comprehensive and well-compiled set of design criteria for road projects in Afghanistan. The incumbent will work in close coordination with the Editorial Specialist, other team members, and senior management in the MoPW and must directly report to the Team Leader/ Project Manager of the team.

Duties & Responsibilities:

The selected candidate will focus on designing and publishing the design criteria whose duties and responsibilities will include but not be limited to:

- Collaborate with the *Editorial Specialist* to create layouts, visuals, typography, or illustrations for the publication of design criteria;
- Facilitate digital publication of the design criteria;
- Design the framework, heading structure, and content of the design criteria document;
- Develop & design graphics that convey complex information in a more understandable and clear form;
- Design and incorporate visuals, images, or other graphics that are used to inform, explain, or illustrate in the design criteria;
- Make sure to use legible, high quality, and simple graphics to avoid confusions;
- Ensure the design criteria is clear, precise, and appropriate for the target audience;
- Plan and coordinate the activities for the development of design criteria to ensure compliance to procedures and regulations as required by the MoPW;
- Assist the team in disseminating and publishing the finalized design criteria draft;
- Complete all work in conformance with the MoPW policies, guidelines, and core values;
- Develop and maintain effective working relationships with seniors and the design criteria team;
- Assist the Project Manager in reviewing/preparing the progress reports (weekly/monthly);
- Attend technical meetings with stakeholders and team members on regular basis; and
- Perform other tasks related to developing design criteria required/assigned by the senior management.

Skills & Competencies:

- Perform retouching and manipulation of images;
- Excellent eye for detail;
- Work with a wide range of graphic tools and use graphic design software;
- Demonstrate robust technical writing and English language communication skills;
- Ability to evaluate and edit the content, structure, and format of a range of written material;
- Knowledge of electronic and physical publishing/printing procedures and requirements;
- Highly motivated and enthusiastic team player with a strong desire to succeed;
- Able to manage conflicting priorities; and
- Demonstrate leadership in handling and working with multidisciplinary teams.

Job Requirements:

- Minimum of a bachelor's degree in IT engineering with focus on graphic arts, design, communications, or related field;
- Have at least 6 years of relevant working experience;
- Excellent command of MS Office, Adobe Photoshop, Illustrator, Sketch, InDesign, and other graphic design software and publishing tools is desirable;
- Must have writing and editing experience focused on publication design and preparation of manuals/guidelines (preferably, for highway agencies);
- Must have extensive and intensive hands-on publication design experience;
- Proven organizational and problem-solving skills;
- Team worker;
- Perform any other job-related duties and tasks as assigned by senior management.

Required Documents:

- CV with a cover letter for the relevant position;
- Copy of verified Degree by the Ministry of Higher Education;
- Copy of verified Afghan ID Card (Tazkera) or Passport;
- Copy of verified last Posting Contract; and
- Copy of other relevant documents that support the application.

Submission Guideline:

Interested candidates are requested to forward their applications, detailed CV and other required documents to jobs.mopw@yahoo.com indicate the vacancy number (**MoPW/SRTAP/PSC/1400-59**) and the post title (**Graphic Designer**) in the subject line when applying by email to the Human Resource Unit – Sustainable Reform and Technical Assistance Project of Ministry of Public Works (MoPW) at Kabul, Afghanistan.

Address: SRTAP Office, Railway Building, Kabul-Jalalabad Rd., opposite KMTC, MoPW, Kabul, Afghanistan.

Note: Only short-listed candidates will be contacted.