



Reference Number: 188-HRS-IUL/2023/2  
Date: 14<sup>th</sup> January 2023

## Terms of Reference

### Position

Multimedia Consultant

### Duration

At-will employment. Performance monitored weekly on a yearly Contract. Contract renewed based on performance at the end of each year.

### Background

The Civil Service Commission of Maldives is looking to hire an energetic, self-motivated, organized and enthusiastic staff to contribute to the information systems team at the civil service commission. The objective of the staff is to assist Information Systems Section staff of the Civil Service Commission in their work.

### Scope of Work

The objective of the staff is to develop a multimedia knowledgebase with the software development team of the Civil Service Commission.

### Reporting Relationships

He / She will report directly to the Director General of Information and Communication Technology, or a person assigned by the Director General of Information and Communication Technology.

### Scope of Exam

- Adobe Illustrator, Adobe Lightroom, Adobe Photoshop, Adobe InDesign, Adobe Audition, Adobe Premiere Pro, Adobe After Effects.



## Qualification

- Master's (MQA Level 9) Degree in Multimedia or Arts & Design or Video Production or in a related field. And at least 1 years of experience in the relevant field.
- Or Bachelor's Degree with Honors or Post Graduate Diploma (MQA Level 8) in Multimedia or Arts & Design or Video Production or in a related field. And at least 2 years of experience in the relevant field.
- Or Bachelor's Degree (MQA Level 7) in Multimedia or Arts & Design or Video Production or in a related field. And at least 3 years of experience in the relevant field.
- Or an Advanced Diploma (MQA Level 6) in Multimedia or Arts & Design or Video Production or in a related field. And at least 4 years of experience in the relevant field.
- Or a Diploma (MQA Level 5) in Multimedia or Arts & Design or Video Production or in a related field. And at least 5 years of experience in the relevant field.

## Working Hours

- Commission official working hours. Currently from 8:00 am to 3:00 pm on government working days.
- In special cases, will have to work extra hours at the office, or at home as work from home approved by supervising staff.

## Remuneration

- Basic Salary: MVR 10,000
- Service Allowance: MVR 30,000
- Ramadan Allowance
- Participate in the "Maldives Retirement Pension Scheme"



## Selection Criteria

Criteria	Points
Minimum Qualification	20%
Additional Experience	5%
Test	30%
Interview	45%

## Contents of Job Application

The job application should comprise the following documents and late submission of any of the documents will not be accepted:

- Application form requesting for the intern post,
- Copy of identification card,
- Copies of academic certificates,
- CV (Optional),
- Portfolio of work completed (Optional),
- Copies of reference letters by previous employers (Optional)

## Further information

For more information please contact (+960) 7598991 and (+960) 3307 357 or email to [hr@csc.gov.mv](mailto:hr@csc.gov.mv)

**In the context, Civil Service Commission invites interested candidates to send application, along with relevant documents to:**

Civil Service Commission, Majeedhee Magu, Male', 20040, Republic of Maldives.  
Or email to [hr@csc.gov.mv](mailto:hr@csc.gov.mv)

## Deadline

- 26<sup>th</sup> January 2023 (Thursday) before 23:59 Hrs