



## **M. P. SHAH HOSPITAL**

### **JOB VACANCY**

M P Shah Hospital is looking to recruit an ambitious and career driven person for a vacancy in the following position:

#### **GRAPHIC DESIGNER**

To convert ideas and communication themes into products and materials that deliver proactive communications to support institutional objectives.

#### **Key Responsibilities & Duties:**

- Meeting with various managers and other stakeholders to discuss their communication objectives and requirements.
- Interpreting the managers' needs and developing a concept to suit their purpose.
- Designing brochures and all other communication materials required by the hospital.
- Manage the Hospital's visual representation both off and on-line.
- Developing design briefs by gathering information and data through research.
- Thinking creatively to produce new ideas and concepts.
- Using innovation to redefine a brief design within the constraints of cost and time.
- Presenting finalized ideas and concepts to stakeholders.
- Working with and managing a wide range of media, including photography and computer aided design.
- Proof-reading all hospital work to ensure high quality and accuracy of all work.
- Contributing ideas and design artwork to the overall brief.
- Demonstrating illustrative skills through rough sketches.
- Working on layouts and art working pages ready for print.
- Design and update of Hospital website.
- Update and maintain hospital social media facilities including tweeter and facebook.
- Manage and update the hospital internal communication tools.
- Carry out any other duties assigned by the marketing manager incidental to the work described herein.

#### **Minimum Requirements:**

- Bachelor's degree in communication or any other relevant field.
- Strength in visual arts and familiarity with digital technology.
- Good PR and communication skills.
- Minimum 2 years' experience working in a dynamic, creative and imaginative service center.
- Have a profound understanding of interactive communications, delivery systems and processes.
- Ability to work with interdisciplinary work teams and infuse projects with the knowledge of experience and interactive design, brand development and creative process.
- Strong knowledge in Design, photo-shop and other current graphic design packages.

Interested candidates are kindly encouraged to forward their CVs and application letters to [recruitment@mpshahhosp.org](mailto:recruitment@mpshahhosp.org) clearly indicating on the subject of the email the position applied for, on or before **12<sup>th</sup> December, 2017**.