



Islamic Republic of Afghanistan
Capital Region Independent Development Authority
Human Resources Department



Proj.-Code	Location	Program / Type / Project / Division / Dept / Sub Dept	Document / Sub Document / Reference / Revision
AFG/KBL/Gen	KBL	Pg-1/ST/Pr-1/HR/Dept/Sub Dept	OL/ICR /(CRIDA/HR/2018/000)/xxx

TERMS OF REFERENCE

Title of Post: Graphic Designer

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 25/04/2018

Closing Date: 05/05/2018

Duration: on year

Background:

The capital region of Afghanistan comprises the Kabul, Wardak, Logar, Kapisa and Parwan Provinces. The total area of the capital region is more than 7735 km². In order to create safe urban environment and tackle the problems caused by ever increasing population growth in the capital of Afghanistan considering the concentrated economic activities and services provision, Dehsabz City Development Authority (DCDA) has been promoted to Capital Region Independent Development Authority (CRIDA) (As per the Presidential Decree No. 44 dated 23rd June 2016 based on Cabinet Resolution no 3 dated 30 April 2016 of the Islamic Republic of Afghanistan). CRIDA is an Independent Budgetary Unit and Governmental profitable entity within the organizational structure of the Islamic Republic of Afghanistan.

Capital Region Independent Development Authority (CRIDA), not only develop Kabul New City project but also pave the ways for the development of Capital Region with broader visions which are briefly narrated as follows:

1. Transforming the Capital Region by turning it into a mega city that is clean, environmentally friendly, cultured with booming industries and commerce, sports and tourism and ultimately a metropolitan city that is self-reliant and sustainable, a city that has infrastructure and facilities of high standards with healthy physical environment.
2. Building a diverse community that is free of ethnic, linguistic, racial and religious prejudices.
3. Promoting urban culture and enhancing the standard of life through development of the Capital Region.
4. Development of cities (through decentralization for balanced development) within the Capital Region by protecting the originality, historical value and organic linkages with the existing Kabul city to transform the entire capital zone into a symbol of national unity.

CRIDA is currently looking for a Graphic Designer to manage and initiate the Branding strategy for CRIDA, meanwhile playing active role in Design, update and prepare promotional materials including animations, posters, brochures, leaflets, flip charts, handbooks, mock ballots, banners, stickers, ID cards, Business/visit cards and etc.

Reporting Line:

The Graphic Designer would directly report to the Public Relation and Marketing's Manager/Investment Regulation's Director.

Duties/Responsibilities:

- Design, update and manage CRIDA's official Promotional Material including posters, brochures, leaflets, flip charts, handbooks, mock ballots, banners, stickers, ID cards, Business/visit cards, other printed materials in all 3 languages (Pashto, Dari and English).
- Design and update video animated materials as per CRIDA's need in 2D or 3D;
- Design scripts, take footage of projects, take interviews for drafting documentaries;
- Think creatively to produce new ideas and concepts and developing interactive designs;
- Develop graphics and visual images for product illustrations, logos, and websites
- Conversion of written scenarios of construction, rehabilitation and upgrading projects into the visual documentaries for public broadcasting;
- Assist the preparation and implementation of the CRIDA Branding Policy while preparing and designing CRIDA Brand Manual;
- Prepare latest designs for the website and socials media of CRIDA in close coordination of Marketing and Public Relation Dept. as and when needed
- Other related tasks as assigned by the Marketing and PR Manager

Skills and Qualifications:

- University degree in art, design or visual communications.
- Able to use all video and photography production related equipment properly & technically;
- Skills and technical knowhow about photography, videography and professional video editing;
- Proficiency in PC in Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Corel Draw, Adobe After Effects, Adobe Premiere, Quark X-press, 3D Max, Maya and Microsoft Office programs and Animation software
- Ability to visualize texts, reports in the form of graphics and illustrative figures.
- Fluency in English is a must with both national languages (Dari & Pashto)
- Ability to think clearly and logically.
- Skills in planning, problem identification and solution.
- Ability to meet deadlines, ability to allocate and review priorities.
- High degree of flexibility in work and personal life.
- Demonstrated ability to communicate with persons of various cultures and disciplines.
- Excellent oral and written communication skills of English, Pashto/Dari are strongly desirable.
- Ability to develop and maintain positive relationships with professional contacts, resources and/or networks and deal with people with sensitivity, tact, discretion and professionalism

Experience:

- Minimum 3 years' experience as a professional Graphic Designer.
- Experience in Adobe Illustrator, After Effects and Adobe Premiere is a plus
- Experience in pre-production, production and printing management.

Applications:

To apply for the above position, please email your application, together with an update CV before 5th May, 2018 to:

Human Resources Department
Capital Region Independent Development Authority (CRIDA)
House #214, Street #4, 4th Precinct

Solh Road, Ansari 1st Stree, Haji Yaqoob Square, Share-Naw
Kabul, Islamic Republic of Afghanistan
Email: jobs@crida.gov.af
CC: mraza.nayeel@crida.gov.af

CRIDA will not be able to respond to inquiries about application status and will only contact short-listed candidates.