

**JOB DESCRIPTION**

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| **Consultant Information - IEC Expert Graphic Designer for Rashtriya Gram Swaraj Abhiyan (RGSA), Department of Rural Development & Panchayati Raj.** | | | |
| **I. JOB DETAILS** | | | |
| **Job Title** | Consultant Information - IEC Expert Graphic Designer | | |
| **No. Of Vacancies** | 01 (One Only) | **Upper age limit** | 55 Years as on date of joining & till 60 years you can work. |
| **Remuneration** | Rs. 70,000/- per month. | | |
| **Job Location** | Srinagar/Jammu SPRC (Full Time Work from Office) | | |
| **About Rashtriya Gram Swaraj Abhiyan (RGSA)** | Rashtriya Gram Swaraj Abhiyan (RGSA) was launched on 24th April 2018 as an umbrella scheme of the Ministry of Panchayati Raj, Govt. of India. It is a unique scheme proposed to develop and strengthen the Panchayati Raj System across India in the rural areas and for developing and strengthening the capacities of Panchayati Raj Institutions (PRIs) for rural local governance to become more responsive towards local development needs, preparing the participatory plans that leverage technology, efficient and optimum utilization of available resources for realizing sustainable solutions to local problems linked to Sustainable Development Goals (SDGs). | | |
| **Contractual Durations** | 12 months or Scheme Period, whichever be earlier. | | |
| **Job Purpose** | To work for developing and strengthening the capacities of Panchayati Raj Institutions (PRIs) for rural local governance to become more responsive towards local development needs | | |
| **Job Roles & Responsibility** | 1. Develop high-quality IEC materials such as posters, banners, brochures, and other visual aids that effectively convey the message to target audiences. 2. Create visual designs that align with the IEC strategy and resonate with the target audience. This includes designing logos, illustrations, and other visual elements to support IEC campaigns. 3. Manage IEC design projects from conception to final product, ensuring that all materials are delivered on time and meet quality standards. 4. Stay current with design trends, software, and best practices to ensure that all designs are innovative, modern, and impactful. 5. Build and maintain relationships with internal and external stakeholders, such as partners, vendors, and other organization s, to ensure that design efforts are aligned with organizational goals and objectives. 6. Provide technical assistance and capacity building to team on design best practices and tools. 7. Manage and maintain graphic design software and equipment to ensure that all designs are produced efficiently and effectively. 8. Any other task assigned by Department. | | |
| **Mandatory Educational Qualification** | Diploma/Bachelor’s Degree in Graphic Design, Visual Communication, or a related field with at least 3 years of experience in graphic design or a related field.  The candidates having worked in Central/State Government Departments/Ministries as a Consultant or equivalent will be preferred. | | |
| **Mandatory Domain Knowledge & Skills** | 1. Proficient in design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign). 2. Strong portfolio showcasing design skills. 3. Strong communication and interpersonal skills. 4. Experience in managing design projects from conception to final product. | | |
| **Mandatory Experience Requirement** | 3 Years of relevant work Experience in graphic design or related filed. | | |
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**Note:** This document is an abridged version of the Job Description. Candidates are compulsorily advised to read the Scheme document in detail for all the mandatory education / qualifications / conditions/requirements/perks/ facilities, as applicable for each respective role for complete clarity & understanding, before applying for the role.