



MALTA ENTERPRISE

Job Opportunity



Position Title	Graphic & Social Media Designer
Location	Malta Enterprise, Pieta'
Team	External Communications
Reporting Relationship	The postholder will report directly to the External Communications team leader
Jobsplus permit Number	71/2022

The Corporation is looking for a dynamic graphic and social media designer to be responsible for designing and posting original content on online platforms administered by Malta Enterprise, Business First and the Malta Life Sciences Park.

The right candidate will be required to provide a wide ranging array of outputs including:

- Research, design and publish compelling, consistent creative assets for all digital platforms administered by the entity and ensure that such content reflects the entity's brand and culture
- Such design includes adverts, presentations, application forms, and social media posts aimed at attracting foreign investment, start-ups and local industry grow.
- Produce content to be posted online for the various channels, pages and accounts administered by the Corporation.
- Manage the design and content of the social media platforms administered by the Corporation
- Assist in increasing traffic and ensure that the Corporation's websites and accounts are appealing to our target audiences
- Use programming skills to build pages and applications
- Maintain accuracy of all sites' content
- Create videos by using existing footage, motion graphics, video stock footage and adding music or voiceovers.
- Work with various interdepartmental on various projects and ensure that the content and design of such projects is aligned to the Corporation's strategy and culture



Values

Integrity

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

Creativity

Develop an open and creative mindset that lead to innovate working practices.

- Find ways to improve our incentives, systems, processes and communication with stakeholders
- Reduce unnecessary bureaucracy
- Automate internal procedures

Customer-Centricity

Adopting a client centric mindset whilst being committed to our Client's success. Put clients at the centre of our operation.

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks
- Be professional to manage clients' expectations and respond to clients' requests
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society

Work Aptitudes

- Creative & Artistic
- Orderly & efficient
- Investigative & Analytical

Core Traits

- Self-motivated
- Flexible
- Conscientious

Minimum Requirements

The minimum requirements for this post are:

- Proficiency with required to desktop publishing tools such as Photoshop; Adobe Indesign and/or Illustrator; and
- Verbal and written proficiency (Level C) in English; and
- MQF L7 (Post Graduate / Master's) + 1 year' relevant work experience, OR
- MQF L6 (Bachelor's) + 2 years' relevant work experience



MALTA ENTERPRISE

For the purpose of this post, relevant subject and relevant experience are defined as follows:

- A relevant subject shall mean qualification in graphic design or a related field
- Relevant work experience shall mean professional experience as a graphic designer, gained from field experience. Applicants are requested to submit a demonstrated portfolio showing creative, design and software skill.

Preference will be given to candidates that possess the below:

- Understanding of social media management; marketing, production, website design, corporate identity, product packaging, advertisements, and/or multimedia design; and/or
- Experience in video editing.

Disclaimer: *This position description describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties and responsibilities. These are subject to change as needed by management/work exigencies. Management may, from time to time, assign other duties/functions, provided that these are commensurate with one's qualifications, skills and aptitude.*