

AS-CFMS

(A Registered Society under Finance Department)

Assam Society for Comprehensive Financial Management System

F-228, F Block, Assam Secretariat, Dispur, Guwahati-781006 (Assam, India)

No.: ASPIRe/01/2019/3

Dated: Dispur, January 3, 2019

TERMS OF REFERENCE

For a Visual Design Specialist to be housed under AS-CFMS

Background:

The Government of Assam has received financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of “Assam State Public Finance Institutional Reforms project (ASPIRe Project). A Special Purpose Vehicle (SPV) in the form of a Society named, Assam Society for Comprehensive Financial Management Systems (AS-CFMS) has been created for this purpose, within which a Project Management Unit has been created. ASPIRe project envisages to strengthen the PFM institutional framework and systems, improve institutional and human resource capacity in the areas of cash and debt management, procurement, and (PPP), and build the capacity of the Government of Assam’s (GoA) officials in Finance and line departments in various aspects of Public Financial management (PFM).

There has been some major activities/steps taken within the purview of the ASPIRe project which would be critical in terms of the services rendered out to the public by departments like Finance, Directorate of Accounts and Treasuries, Commercial Taxation and Excise. It is important to create awareness about such externally aided projects and the kinds of vision that have been envisaged for the state of Assam. The public in general needs to be made aware of such progressive steps taken and the kinds of benefits that would percolate down to everyone. Even within the team associated with the ASPIRe project there has been some new and innovative ideas that have been actioned upon, which have had a catalysis effect on the motivation factor amongst the team comprising of government officials, consultants, contractual employees etc. These can be documented so that some of the best practices may provide for some necessary motivation to any other entity that may want to venture on similar project.

In this context, the Government of Assam is looking for a Visual Design Specialist, who will help create visually appealing layout, infographics, design and videos for various reports, presentations, and project website(s) for the Finance Department, Government of Assam.

The detailed job description is enclosed at Annexure I.

Qualification:

- Degree/Diploma in graphic designing/fine arts
- Diploma in animation

Experience:

- At least 3 years of experience as graphic designer for print and/or web in a reputed advertising agency/media house.
- Strong command over design editing software like Adobe Photoshop, CoralDraw, Adobe Illustrator, Adobe Premiere Pro, etc.
- Proficiency in Assamese is preferable.
- Experience in Government projects/direct experience of working in Government will be preferred.

Competencies Required:

- Excellent sense of creativity and visual art.
- Ability to learn new technology tools or platforms quickly when need arises.
- Ability to work independently with minimal supervision.
- Ability to work under multiple tight deadlines and occasionally beyond office hours.

Scope of Work:

- Design creatives/videos to highlight works undertaken by AS-CFMS and Finance Department.
- Layout and content design for various reports and presentations.
- Blend traditional and modern concepts and create attractive and unique designs.
- Provide design inputs whenever required.
- Layout and content design for project website(s).
- Innovative data representation techniques such as infographics.
- Assistance in designing user interface of software being developed under the project.

Remuneration:

Market competitive salaries will be offered and the same is negotiable.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension subject to satisfactory performance.

Mode of Application:

[Visual Design Specialist for ASPIRe - Application](#)