Republic of the Philippines

DEPARTMENT OF AGRICULTURE

**Philippine Rural Development Project**

**PROJECT SUPPORT OFFICE (PSO) FOR VISAYAS**

3rd Flr. Evangeline Bldg., R. Colina St., Ibabao Estancia, Mandaue City, Cebu

Tel. Nos.: (032)349-2824; (032)349-2826

Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

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**GRAPHICS/LAYOUT ARTIST/PHOTOGRAPHER/VIDEOGRAPHER**

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**OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED**

The PRDP would like to invite the services of an individual for the position of **Graphics/Layout Artist/Photographer/Videographer.** The individual to be hired will be engaged to provide services, inputs and support to the Project’s implementation and capacity-strengthening activities for the PRDP. The following are the works to be accomplished and the qualifications of the individual to be hired for the Project:

**JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Conceptualize and develop information materials for PRDP through artistic representations.
2. Assist in the development of the visual creative work plan of the over-all communication plan for PRDP;
3. Draft and finalize layouts of news ads/advertorials, brochures, pamphlets, newsletters, tarpaulins and other info advocacy materials;
4. Create illustrations of various graphics, maps and charts for use in the information and advocacy materials of PRDP;
5. Execute stage backdrops, billboards, streamers;
6. Come up with designs and illustrations to be used for PRDP IEC materials, websites, tarpaulins, posters, backdrops, streamers and other visibility paraphernalia;
7. Assist in the crafting of the communication plan in creative and design aspect; and
8. Perform other duties and responsibilities that may be instructed by the Info-ACE Unit Head/Deputy Project Director and the Project Director.

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

1. Document PRDP activities (coordination meeting, groundbreaking, seminar/workshop, etc) through videos and/or still images;
2. Download videos/photos in hard drive and make copies in CD format for distribution to requesting offices;
3. Archive/organize video/photo files for easy filing and future use;
4. Must have a library of video/photo files;
5. Edit photos, if needed or videos for release to TV stations;
6. Print photos within or outside the office, if needed;
7. Create slide shows for events or presentations needed by the Project; and
8. Maintain and troubleshoots for cameras and other AV equipment assigned to him/her.

**REQUIRED QUALIFICATION**

1. **Education**

Bachelor’s degree in Fine Arts, Advertising, Multimedia Arts, or its equivalent;

1. **Job Experience/Skills and Knowledge**
2. At least two years experience in graphics design and layouting;
3. Proficient in Adobe Premiere Pro, Adobe Illustrator, Photoshop, Corel Draw, After Effects, InDesign and other photo editing, video editing and layouting software;
4. Must be able to translate directions and instructions into design;
5. Must have good communication (oral and written), interpersonal, organizational, and presentation skills;
6. Able to work independently, demonstrate initiative, take direction and collaborate well with others;
7. Able to work under pressure; and
8. Hardworking and flexible.

**APPROVED:**

**ENGR. remelyn r. recoter, MNSA, ceso III**

OIC- Regional Executive Director

PRDP Project Director

PSO - Visayas Cluster