

Druk Holding and Investments Ltd.
Terms of Reference
Manager (Graphic Design), NDI Project, InnoTech Department

The Bhutan National Digital Identity project is seeking an energetic, creative, collaborative, and highly motivated graphic designer to join our team as we enter the next phase of product development. If you love innovation, here's your chance to make a career of it while helping to advance the digital identity ecosystem.

Reporting to the senior marketing manager, the graphic designer will be responsible for the visual side of the company's product line that provides electronic authentication, identity verification, and electronic signature related services for the nation of Bhutan.

If you are fascinated by technology and innovation, brilliant at multitasking, ready to tackle new challenges on a daily basis, and enjoy working in a fast-paced environment alongside bright and energetic individuals, we would love to meet you!

Specific Duties and Responsibilities:

The graphic designer will be tasked with a wide range of activities related to product(s) UI, external and internal communication related content. Regular responsibilities include but are not limited to:

- Meeting or communicating with internal clients to understand what they want out of a project, and helping them get those ideas out in a workable way.
- Designing advertisements, annual reports, artwork, books and their covers, brochures, logos, magazine covers, signs, stickers, tee shirts, web pages, user interfaces, and other branding and communication materials.
- Revising a design brief so that it fits an internal timeline and ideas more closely.
- Creating designs by hand, drawing or painting—or using computer software to achieve similar ends.
- Pitching an idea of how to actualize an internal client's project.
- Revising a design or project deliverable to meet specifications.
- Learning how to use new software or program.
- Working as part of a team to create flagship products under the project or to complete a small portion of a big project, such as perfecting a unique font.

Qualification & Experience Requirement:

- Must have Bachelor's degree in Graphic Design or related fields with a min. of 50% aggregate. Min. 5 years of relevant work experience excluding the study period. Min. of 3 years of relevant work experience (excluding the study period) if the applicant has Maters degree.

Role Requirements:

- Excellent problem solving and analytical skills with the ability to think strategically about how to synthesize customer feedback into design opportunities.
- Experience conceiving and creating concepts that drive engagement.
- Creative flair.
- A strong visual sense.
- Originality.
- Strong computer skills.
- Confidence to present and explain ideas to clients and colleagues.
- The ability to grasp client needs and consider practical solutions.
- The ability to pay attention to detail.
- The ability to balance work on several projects at a time.
- Good teamworking skills.
- Flexibility.
- An awareness of the competitive business environment in which they work.

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- A matter-of-fact approach when ideas or designs are rejected.

Other requirements:

- DHI application form.
- Curriculum Vitae (CV).
- 2 referrals/recommendation letters from non-family related referees.
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card.

Employment Type:

- Regular

Salary & Others Benefits:

- Salary and benefits shall be fixed within the existing DHI pay scales & in line with the DHI Service rules.