



Ministry of
Education, Skills,
Youth & Information

ICO 26-107



CAREER OPPORTUNITY

GRAPHIC ARTIST (MCG/ AVT 2) - VACANT MEDIA SERVICES UNIT

JOB TITLE :

Under the general supervision of the Art Director, the Graphics Artist is responsible for creating visually appealing and culturally relevant designs and artwork for print materials and television programming for dissemination throughout the school system.

REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Art or equivalent from a recognized institution
- Training in Computer Graphics and Design – 2 & 3D animation

REMUNERATION PACKAGE:

Salary Scale:\$2,803,771.00 to \$3,770,761.00 per annum





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN WEDNESDAY, AUGUST 19, 2026 TO THE ADDRESS PRESENTED BELOW.

**DIRECTOR – HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4**

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

**HUMAN RESOURCES
MANAGEMENT**



MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION

JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Graphic Artist
JOB GRADE:	MCG/AVT 2
POST NUMBER:	
DIVISION:	Educational Services
SECTION:	Curriculum and Support Services/Media Services Unit
REPORTS TO:	The Art Director
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Job Purpose:

Under the general supervision of the Art Director, the Graphics Artist is responsible for creating visually appealing and culturally relevant designs and artwork for print materials and television programming for dissemination throughout the school system.

Key Outputs:

- Design briefs/graphics developed/produced – Animated illustrations / models
- Art work/exhibition created/produced – digital artwork / illustrations / motion graphics
- Officers briefed/advised
- Work of contractors evaluated
- Production materials priced

Key Responsibility Areas:**Technical / Professional Responsibilities**

- Produces concepts, graphics and layout for the production of videos, posters, banners, certificates, books, brochures and other visual materials as may be required for the early childhood, primary and secondary school system.
- Coordinates with Art Director, Print Officer, Video Officer and other officers in the Ministry to get a clear understanding of the requirements of each assignment.
- Briefs and advises officers of the Ministry with regard to proposal style, format, print production and timescales.
- Evaluates and advises on the quality of work produced by contractors
- Maintains quality control for all materials produced
- Produces exhibition materials as required for workshops, conferences and other presentations
- Keeps abreast of emerging technologies in new media, particularly design programs by attending design workshops; reviewing professional publications; and participating in professional associations.
- Prepares illustrations for print media and television production
- Prepares animated illustrations for print and television

Management/Administrative Responsibilities

- Prepares costing of materials needed for production of graphics and maintains an inventory
- Maintains a file of images for future reference
- Any other related duties that may be assigned from time to time.

Performance Standards:

- Graphics for the production of videos, posters, banners, certificates, booklets and other visual materials are appropriate, culturally relevant and meets the educational needs and objectives of the Ministry.
- Artwork created for in-house productions are visually appealing
- Charts and other productions receive positive evaluations
- Professionalism, timeliness and technical competence is demonstrated in the planning, coordinating and production of materials.
- Collaboration with officers of the Ministry are conducted in a timely manner so as to ensure agreement

- and understanding on the requirements of assignments.
- Production targets and deadlines are established and achieved
- Animation for video productions

Internal and External Contacts (specify purpose of significant contacts:

Within the Division

Contact (Title)	Purpose of Communication
Print Officer, Video Officer and other officers	Re requirements for assignments

Contacts external to the organisation required for the achievement of the position objectives:

Contact (Title)	Purpose of Communication
Private production houses	To finalise graphics work done inhouse

Required Competencies:

Core

- Creative flair, originality and a strong visual sense
- Excellent time management and organising skills
- Accuracy and attention to detail
- Ability to work independently but also as part of a team
- Self-motivated and adaptable
- Good communication and interpersonal skills

Technical

- Ability to gather information and data through research to develop designs
- Ability to interpret client's needs and develop concept to suit their purpose
- Ability to use innovation to design and redesign briefs within the constraints of cost and time
- Skill in print techniques, creation of banners, large visual displays and line drawing
- Proven competence in design and image processing software
- Knowledge of the latest trends and emerging technologies in new media, particularly design programs
- Ability to use Adobe suite of creative software
- Ability to use animation software (eg) (Toon Boom)

Minimum Required Education and Experience

- Diploma in Art or equivalent from a recognized institution
- Training in Computer Graphics and Design – 2 & 3D animation

Authority:

- To select appropriate media for graphic presentations

Specific Conditions associated with the job:

- N/A

Validation of Job Description:

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