

OPEN UNIVERSITY OF MAURITIUS

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Website: <http://www.open.ac.mu>

VACANCY

ENLISTMENT OF FREELANCE GRAPHICS ARTIST

The Open University of Mauritius wishes to constitute a pool of Freelance Graphics Artists to provide services as and when required by the Graphics, Publishing and Printing Unit. Applications are therefore invited from suitably qualified candidates who wish to form part of the Freelance Graphics Artist pool of the Open University of Mauritius.:

Profile of the Freelance Graphics Artist:

The candidate must have:

- i. a Cambridge School Certificate with credit **or** the GCE 'O' Level with passes not below Grade C in at least five subjects including English Language, French, Mathematics or Principles of Accounts obtained at not more than two sittings or an equivalent qualification acceptable by the Board.
- ii. a Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Art/Design or a related subject **or** Passes in at least two subjects including Art/Design or a related subject obtained at the GCE 'A' Level or an equivalent qualification acceptable by the Board.
- iii. an award obtained after a minimum of two years' study from a recognised institution providing full time training in Graphics Art or an equivalent Diploma in Graphics Art from a recognised institution or an equivalent qualification acceptable by the Board.
- iv. at least two years' experience in the field of Graphics/Design and Desktop Publishing and be proficient in operating Hardware and Graphics Software for Macintosh and Personal Computer Platform and other graphics equipment. High-level of computer proficiency with Window/MAC based applications
- v. strong understanding of e-publishing protocol and technology knowledge of current e-book trends, devices, software and file format. Proven working knowledge of e-book conversion software and files.

Responsibilities & Duties:

The Freelance Graphic Artist will be expected to:

- conceive, graphics and layout for print and web based solutions and produce Art work including operating equipment for Print Based Jobs;
- design and print works including magazines, annual reports, certificates and course materials among others for both print and e-publishing Media,

- operating Hardware and Graphics Software for Macintosh and Personal Computer Platforms and other graphics equipment,
- carry out any other cognate duties.

Remuneration: An allowance of Rs175 per hour and refund of travelling expenses by bus at approved rate and most economical route.

Mode of application and closing date:

Applications should be made on the prescribed form to be downloaded from the website of the Open University of Mauritius on <https://www.open.ac.mu>. The duly filled and signed application form together with a detailed Curriculum Vitae and photocopies of required certificates, birth certificate, marriage certificate (if applicable), testimonials certifying the years of relevant work/research experience and equivalence of qualifications (where applicable), should be sent by registered post to the Director-General, Open University of Mauritius, Réduit **not later than Friday 07 April 2023, 3.30 pm.**

The post of Freelance Graphics Artist applied for, should be clearly marked on the top left-hand corner of the envelope.

NOTE:

(i) Candidates should clearly indicate on their Application Forms the post for which they are applying. Failure to do so may entail their elimination from the competition.

(ii) Applicants applying for **more than one** post in the Open University of Mauritius should fill in **separate** Application Forms with relevant copies of certificates and testimonials.

Applications received after the closing date will not be considered.

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

Non-submission of photocopies of certificates may entail disqualification of candidates.

It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or if a candidate has already been appointed, to the termination of the contract.

The Open University reserves the right to call for interview only the best qualified applicants and not to:

- (i) make any appointment as a result of this advertisement;
- (ii) give any reason whatsoever for its decision; and
- (iii) contact any applicant in case his/her application is considered unsuccessful.

Date: 18 March 2023