

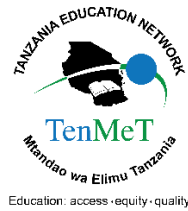
Background

TEN/MET is a national education network of 232 education Civil Society Organizations (CSOs), influencing the transformation of education and promoting equitable, inclusive and quality education in Tanzania mainland since its inception in 1999. TEN/MET envisions a national education system through which all learners have the opportunity to access quality education. TEN/MET vision is collectively realized by proactively influencing and informing policy and practices that promotes access to inclusive, equitable and quality education in Tanzania.

To enhance the dissemination of multimedia messages through social media handles and the website, TEN/MET is searching for an international volunteer proficient capable of creating multimedia posters, web documentaries, TV spots, and capturing photographs. The ideal candidate should be able to convey key advocacy campaign messages effectively with minimal supervision.

JOB DESCRIPTION

Job Title	Multimedia and Graphic designer Volunteer (International)
Report to	Head of Programs
Duration	6 Months – 1 Year
Location	Tanzania, Dar es salaam
Time	40 hours per week
Job Description Summary	The Multimedia & Graphics Designer role at TEN/MET involves leading the development of digital media collateral, overseeing the entire content and creative lifecycle, including initiation, planning, writing, editing, producing, packaging, delivering, and archiving. This position requires active involvement in content creation through video shooting and photography, collaboration with the communications team to efficiently manage project content and ideas, coordination of content dissemination via various media tools, and the formulation and implementation of social media campaigns. Additionally, responsibilities include regularly updating content on the organization's website, generating key messages using multimedia designs and storytelling techniques to communicate priorities, and staying informed about the latest multimedia trends. The role also encompasses active



	participation in organizational activities, team-building, and attendance at internal and external meetings.
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RESPONSIBILITIES AND DUTIES

- Develop digital media collateral, overseeing content and creative processes from pre-to post-production, encompassing initiation, planning, writing, editing, producing, packaging, delivering, and archiving.
- Engage in content creation, involving video shooting and photography.
- Collaborate with fellow members of the communications team to build upon and efficiently manage project content and ideas.
- Coordinate the dissemination of content and official correspondence to the public through relevant media tools.
- Formulate social media campaigns for various projects at TEN/MET and actively participate in their implementation.
- Regularly update content and information on the TEN/MET’s website.
- Generate key messages utilizing multimedia designs and storytelling techniques to support the communication of TEN/MET's priorities.
- Stay informed about the latest multimedia trends, considering the incorporation of new ideas and emerging platforms.

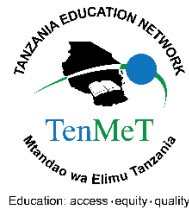
Other Responsibilities:

- To actively participate in organizational activities as may be directed by the management team/supervisor
- To participate in team-building activities and organization events
- To participate in all meetings of organization internal and external

Required Skills and Qualifications

At least a Bachelor’s degree in a relevant field. Master’s degree is preferred.

- The Media and graphic designer volunteer should have a background in journalism (preferred), public relations, and/or communications, and the knowledge and skills in graphic design of project and program content
- Excellent communication and strong writing skills.
- Demonstrated ability to collaborate with others and problem-solve in a multicultural, remote work environment.
- Strong organizational and interpersonal skills, reliability, and good time management skills.
- Strong attention to detail, problem-solving, and analytical skills required.



- Must have proven track record in the advanced use of modern communications tools, including social media.
- Ability to communicate professionally and provide written reporting in English is required.

HOW TO APPLY

Please submit your CV and cover letter to recruitment@tenmet.or.tz with the subject line "Job Application: Multimedia & Graphics Designer." The deadline for applications is February 29th, 2024. Only shortlisted candidates will be contacted for interviews.