

## **Communication Lead**

### **Job Description:**

- Lead communication strategy and execution of SMU
- Plan and approve content, campaign and messaging
- Manage and guide social media team
- Develop and maintain weekly calendar
- Create and manage the posting schedule, including daily/weekly rollout plans for campaigns and routine content
- Prepare and manage boosting schedules
- Coordinate with project teams for content priorities
- Ensure accuracy, consistency, and compliance
- Oversee media coverage and digital presence

### **Educational Qualification:**

- Bachelor's degree in Humanities & social sciences group/mass communication, Media Studies, Public Relations, Marketing, or a related field

### **Experience:**

- 5 years of relevant experience in communication, media, or public relations
- Developing and implementing communication strategies
- Media relations, public affairs, and stakeholder engagement
- Internal and external communications campaigns
- Corporate communication and branding
- Social media management and digital campaigns
- Content creation for websites, newsletters, and press releases

### **Ability to:**

- Plan and execute communication campaigns
- Draft and edit speeches, articles, and media content
- Monitor and report on communication effectiveness

### **Proficient in:**

- MS Office (Word, Excel, PowerPoint)
- Social media platforms (Facebook, Twitter, LinkedIn, Instagram)
- Content management systems and media monitoring tools

## **Gender Education Officer**

### **Job Description:**

- Lead and support the integration of gender perspectives in education policies, programs, and projects
- Develop and implement gender-responsive education initiatives aligned with organizational and government priorities
- Coordinate with project teams to ensure gender mainstreaming across all activities
- Conduct gender assessments and provide technical guidance for program improvement
- Plan and deliver training and awareness sessions on gender equity and inclusion
- Monitor implementation of gender-related activities and prepare periodic progress reports
- Liaise with stakeholders, including government bodies, NGOs, and development partners
- Ensure accuracy, consistency, and compliance with gender policies, frameworks, and standards
- Support data collection, analysis, and documentation of best practices in gender and education

### **Educational Qualification:**

- Bachelor's degree in Gender Studies, Education, Social Sciences, Sociology, Development Studies, Psychology, or a related field
- Master's degree in a relevant discipline will be an added advantage

### **Experience:**

- 5 years of relevant experience in gender-focused programs, education initiatives, social development, or public sector/NGO projects
- Designing and implementing gender-responsive education programs
- Mainstreaming gender equity and inclusion in education policies and projects
- Conducting gender analysis, needs assessments, and research
- Community engagement, advocacy, and stakeholder coordination
- Capacity building and training on gender sensitivity and inclusion
- Monitoring and evaluation of gender-focused interventions
- Coordination with government departments, NGOs, and development partners

### **Ability to:**

- Develop and implement gender-responsive strategies in education programs
- Draft and review reports, policy briefs, guidelines, and training materials
- Analyze gender-disaggregated data and prepare analytical reports
- Facilitate workshops, seminars, and awareness sessions
- Monitor program effectiveness and recommend corrective actions

- Ensure compliance with national gender policies and international commitments

**Proficient in:**

- MS Office (Word, Excel, PowerPoint)
- Data collection and reporting tools
- Basic monitoring & evaluation frameworks
- Presentation and facilitation techniques
- Report writing and documentation

## **Photographer / Videographer**

### **Job Description:**

- Capture photo and video content of projects and events
- Ensure professional quality and proper documentation
- Organize and archive media assets
- Coordinate with editing and design team

### **Educational Qualification:**

- Minimum 10 years of education (Matric or equivalent) from a recognized board.
- Relevant professional certifications in editing software or cinematography are a plus

### **Experience:**

- 5–7 years of experience in photography and videography
- Corporate events, project documentation, or media production
- Product, architectural, and event photography/videography
- Editing and post-production

### **Strong knowledge of:**

- Professional photography techniques (composition, lighting, exposure)
- Videography techniques (shooting, framing, motion, storytelling)
- Equipment handling: cameras, tripods, drones, lighting setups

### **Ability to:**

- Capture high-quality images and videos
- Perform color correction, retouching, and video editing
- Create photo/video content for social media, presentations, and campaigns

***Maximum Age limit 40 years***

## **Animator & Editor**

### **Job Description:**

- Edit videos and create motion graphics
- Produce digital content based on approved briefs
- Maintain quality and timelines
- Manage video editing and animation assets

### **Educational Qualification:**

- Bachelor's degree Graphic design/ fine arts, Multimedia, Film Making, or a related field
- Professional courses in motion graphics, video editing, or 3D animation are a plus

### **Experience:**

- 5 years of relevant experience in video animation and editing
- 2D/3D animation, motion graphics, and video production
- Editing raw footage into high-quality videos for corporate, social media, or marketing
- Storyboarding, concept visualization, and visual storytelling

### **Proficient in:**

- Adobe After Effects, Premiere Pro, Photoshop, Illustrator
- Blender, Cinema 4D, Maya, or 3D Studio Max (for 3D animation)
- Knowledge of audio editing software (Audition, Audacity) is a plus

***Maximum Age limit 40 years***

## **Content Creator**

### **Job Description:**

- Design visual content for digital and print use
- Translate approved concepts into graphics
- Design and format presentations for SMU briefings, project updates and official review meeting, ensuring professional layout and branding consistency
- Maintain branding consistency revise designs as required

### **Educational Qualification:**

- Bachelor's degree in graphic design, Multimedia, Fine Arts, Visual Communication, or a related field
- Certifications in Adobe Suite, UI/UX, or digital design are a plus

### **Experience:**

- 3 years of relevant experience in graphic design
- Branding, marketing collateral, social media content, and digital campaigns
- Designing brochures, posters, banners, presentations, and infographics
- Collaborating with marketing or creative teams

### **Strong knowledge of:**

- Design principles: typography, color theory, layout, and composition
- Print and digital design requirements
- UI/UX basics (preferred)

### **Ability to:**

- Create visually compelling and brand-aligned designs
- Produce high-quality graphics for multiple platforms
- Conceptualize creative solutions based on project requirements

***Maximum age limit 35 years***

# **Drone Operator**

## **Job Description:**

- Operate drone for approved aerial coverage
- Ensure safety and compliance
- Capture aerial imagery and footage
- Maintain equipment and footage records

## **Educational Qualification:**

- Minimum 10 years of education (Matric or equivalent) from a recognized board.

## **Familiarity with:**

- Drone flight operations, navigation, and safety procedures
- Pre-flight checks, maintenance, and troubleshooting
- Aerial photography and videography techniques

## **Ability to:**

- Operate drones under various weather conditions
- Capture high-quality images and videos from aerial perspectives
- Conduct aerial surveys, mapping, or inspections as required

## **Proficient in:**

- Drone control and navigation apps/software
- Adobe Photoshop, Lightroom, Premiere Pro, or Final Cut Pro for post-processing
- GIS software (ArcGIS, Pix4D, Drone Deploy) if used for mapping/surveying