

***VVOB-Education for Development- in Rwanda is recruiting a  
Multimedia Advisor***

**Background**

VVOB – EDUCATION FOR DEVELOPMENT, IS A BELGIAN NON-PROFIT ORGANISATION THAT FOCUSES ON IMPROVING THE QUALITY OF EDUCATION.

In cooperation with Rwanda Education Board (REB), the University of Rwanda – College of Education (UR-CE), VVOB started in 2017 with a multi-year programme on Leading, Teaching and Learning Together - (LT)<sup>2</sup> (2017-2021). The cooperation programme aims to improve the quality of education through improvement of the professional development of school leaders and induction of new teachers.

VVOB is currently looking for a **Multimedia Advisor** to strengthen our team.

**Position in the organisation**

The Multimedia Advisor is part of the Online Learning Team. (S)he works in close collaboration with the communication team, the gender/equity advisor and the Education Advisors. (S)he reports directly to the Online Learning Manager.

**Purpose of the function**

The main purpose of the function is to assist in developing clear and rich content online learning materials for the CPD programmes that UR-CE is offering to school leaders and teaching with support of VVOB.

Secondly, the Multimedia Advisor will contribute to the internal and external communication of VVOB programmes and to increase awareness, understanding and support by stakeholders and different target groups. Furthermore, S(he) provides advice, information and guidance, makes technical recommendations to colleagues and partners on multimedia content development in the framework of the joint partner-VVOB programmes.

**Job description**

The Multimedia Advisor acts as an expert, quality caretaker and role model.

**As a technical expert**, the Multimedia Advisor provides technical advice, guidance and quality assurance and coordinates the development of multimedia in CPD trajectories for teachers and school leaders and programme partners to achieve programme results:

- Design and implement multimedia content development strategy:
- Identify CPD training programme materials that will benefit from multimedia development in liaison with the Online Learning Team
- Create multimedia content framework
- Establish multimedia production schedules and manage the implementation plan
- Design, edit, and integrate digital content, graphics, animation, photography, illustrations, imaging products and other multimedia visualization/multimedia learning resources in CPD training programme materials
- Film and photograph as needed, edit video and photography to produce final image and film products for the CPD programmes
- Coordinate video-based multimedia content development and other multimedia resources (graphics, audio...) for the CPD Trajectories in liaison with Education Advisors/Coordinators and the Communication team
- Keep up to date with multimedia technology and software developments
- Support content authors to ensure multimedia content reflect overall mission of the CPD Trajectories
- Design and develop content, layout, create presentation and communication templates for promotional, developmental, and administrative needs
- Provide advice and technical guidance in the design of digital content to the VVOB team
  
- Strengthen the capacity of colleagues and programme partners regarding multimedia content development (organize trainings, workshops, coaching...);

**As a quality caretaker and role model**, the Multimedia Advisor coordinates and contributes to the development of internal and external communication materials and messages:

- Proofread and edit programme related communication materials like newsletters, website, presentations;
- Contribute to internal and external knowledge development by systemizing lessons learned and sharing pro-actively lessons learned between partners, colleagues and other VVOB country teams in the domain of internal and external communication.
- Keep abreast with trends, new developments and thinking in internal and external communication and share new insights with partners and VVOB colleagues.

The Multimedia Advisor performs any other duties assigned by the Online Learning Manager in line with the position holder's capacities.

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| <b>Profile</b> |
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**Knowledge and experience:**

- Master's degree in media studies, communication or equivalent by experience;
- At least three years of experience in a similar position. Experience in international development is an asset;
- Expertise and experience with the use of different media (magazines, digital learning platforms, social media);
- Expertise and experience in the developing digital learning materials (games, web quests...)
- Expertise and experience producing integrated communications, including writing for print, the web, video and electronic media
- Expertise in capacity development of adults
- Excellent command of English (verbal and written) with a proven ability to rewrite technical information for non-experts;
- Excellent computer skills in a full range of software, including MS Office (Word, Excel, Outlook, PowerPoint), Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Adobe Premiere and/or other graphics programs, digital mediums and social tools;
- Understanding of the Rwandan Education sector is an asset;
- Experience with working in a multicultural team;
- Able and willing to travel in-country for short periods of time.

**Nationality:** Rwandan Citizen

**Language:**

- Fluent in English, with excellent writing and editing skills
- Fluent in Kinyarwanda

### Competences:

- VVOB core competences:
  - Result orientation
  - Continuous improvement
  - Cooperation
- Function specific competences:
  - Analytical and synthesizing skills
  - Creativity
  - Excellent verbal and written communication skills
  - 360° Empathy
  - Reliability
  - Development oriented

**Location:** Kigali, Rwanda

**Start date:** as soon as possible

**Recruitment:** depends on availability of donor funding

### We offer:

- A dynamic working environment in an international context;
- An exciting job with varied responsibilities;
- Professional development opportunities;
- A competitive salary and benefits package.

### How to apply:

Electronic application Only. Please submit a **motivation letter and a current CV** addressed to VVOB Programme Manager at [recruitment.rwanda@vovob.org](mailto:recruitment.rwanda@vovob.org). Not later than **Monday 15 June, 2020 at 5PM**. Only shortlisted candidates will be contacted.

### More info:

For more information contact [recruitment.rwanda@vovob.org](mailto:recruitment.rwanda@vovob.org).