

ABOUT THE ROLE

Job title	Graphics and Visibility Intern
Location	Dar es salaam
Salary	TZS 550,000 monthly allowance (<i>subject to statutory deduction</i>)
Preferred start date	As soon as possible
Length of contract	3 months (with possibility of extension up to a maximum of 12 months)
Visa requirements	Must have the right to work in Tanzania
Reports to	Senior Investment & Partnership Manager
Direct reports	Senior Investment & Partnership Manager
Expected travel	Occasional travel to our regional offices in Tanzania. Time off lieu will be given for any travel required over weekends.

KEY PRIORITIES

1. Content development and management

- Plan frequent field visits as well as attend relevant events to collect high quality photos, and video.
- Support implementation of communication elements and plans within specific projects, when necessary.
- Track dissemination of various graphic works in social media/traditional media and evaluate effectiveness in reaching various participants

2. Internal and external brand identity management

- Ensure branding activities are included in program work plans
- Building brand awareness and brand identity guides capabilities internally through training and support to other staff members and Volunteer
- Assist in translation of briefing reports/surveys from/to English or Swahili

3. Brand Materials Management

- Designing and overseeing of Restless Development's print marketing materials, such as annual report, calendars, posters, flyers, ID cards, and social media graphics
- Ensure clear and updated storage of all marketing materials, such as photos, and videos
- Ensure high-level of coordination amongst program teams in regards to branding of content, communications materials, and event organisation.
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4. Partnership

- Coordinate with the alumni network and partners to ensure their communications material meet the brand guidelines and quality for external communications including proper usage of logos and brand identity.
- Develop and lead partnership with relevant communications material production partners and ensure a high-level of branding of Restless Development activities working with procurement team.
- Research and monitor external Restless Development brand usage by partners and ensure that they comply with our safe guarding policies and brand identity guides

5. Fundraising

- Event coordination and effective brand positioning of the organization at events in line with our values
- Responding to requests to support or provide Restless Development guidelines to partners
- Increase visibility of the organisation on national and local level through content creation, printing materials media engagement and events to strengthen our position as the go to agency on youth-led development.

6. Other

- Upholds Restless Development's values and act as a role model at all times and ensure meaningful youth engagement in Restless Development's communication activities through management and support of Volunteers contributing to communication activities.
- You may occasionally / will regularly be required to work on weekends and/or public holidays, for which time off in lieu will be granted
- Other duties as required.

For more information on Restless Development's mission, values and work, please visit:

www.restlessdevelopment.org.

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the Intern
 <p>HEART</p> <p>We are who we serve. We are brave.</p>	Values-led	Upholds the Restless Values at all times, demonstrating professionalism in their day-to-day work.
	Innovation	Offers creative approaches to improving work. Is open to fresh ideas and adapts to change.
 <p>HEAD</p> <p>We are 100% professional. We prove that young people can</p>	Delivers Quality	Adopts an honest and efficient approach to work. Uses resources responsibly.
	Decision Making	Proposes solutions to challenges and seeks to understand the reasons behind decisions.
 <p>VOICE</p> <p>We generate leaders. We are proud to carry the banner for youth-led development.</p>	Leadership	Actively seeks to develop their own leadership skills. Is seen as a leader to beneficiaries and other young people.
	People Development	Is open to feedback and ideas for personal development. Willingly provides constructive feedback to others.
 <p>HANDS</p> <p>We are in it together. We listen and learn.</p>	Effective Communication	Actively listens and learns from those around them. Uses effective two-way communication to build rapport and relationships in the community.
	Collaboration	Is an integral team member, contributing to team excellence.

SKILLS AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • Demonstrated experience developing graphic content for social media – FaceBook, Instagram, Twitter, YouTube, LinkedIn, Wordpress, Google Apps, Zoom • Knowledge of graphic design software(s), such as Indesign, Photoshop, Illustrator, or Canva. • Good skills in photography, editing and video production • Creativity, copy writing, and facilitation skills • Fluent in English and Swahili, written and spoken • Good organisation, time management, coordination skills, proven ability to meet deadlines and experience working with diverse communities and stakeholders
Desirable	<ul style="list-style-type: none"> • Demonstrated experience in using online learning platforms for personal development

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| | <ul style="list-style-type: none"> • University or College Graduate (Degree, or Advanced Diploma) preferably in an area relevant to communications (candidates that don't meet this criterion can apply but need to prove competence in essential skills) • Knowledge of graphic design programme(s), such as Indesign or Canva. • Ability to work with communications material production suppliers such as printers, video production houses etc • Ability or willingness to learn how to manage databases |
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Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

WHAT WE DO FOR YOU

Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to monthly allowances, we offer **NSSF contribution** and **out of pocket reimbursable**.

Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

Work-life Balance

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances (for those with 12 month contract).

Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.
- Promote self-learning through Maarifa platform and other online platforms

KEY DATES

- Please send a completed application form to jobstanzania@restlessdevelopment.org by **mid-night Sunday 30th of May, 2021**, with the subject line '**Internship Application: Graphics and Brand Visibility Intern**'.
- First round interviews are expected to be held on **Wednesday 9th June, 2021**.
- Second round interviews are expected to be held on **Friday 11th June, 2021**.

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