

Vacancy

Solidarités is recruiting:

Position:	Graphic Communication Intern (1 position)
Line Manager:	Program Coordinator
Location:	Kenya (Nairobi) with travels to North Kenya
Starting date:	20 May 2009
Duration of the contract:	3 months
Closing date:	08 May 2009
Status:	Intern

Solidarités is an international humanitarian aid organisation which provides assistance to populations who are victims of armed conflict or natural disaster. For 26 years, Solidarités has concentrated its action on meeting three vital needs: water, food and shelter. By carrying out emergency programmes, Solidarités acquired experience and expertise in the fields of access to drinking water and sanitation. In Horn Africa, Solidarités is currently implementing food security, water and sanitation project in Kenya, South Somalia and South Sudan. We currently have some projects in North Kenya (Marsabit district), South Somalia (Bardera, Doble) and South Sudan (Malakal).

1/ Objective of the position:

To support in designing and producing communication materials for Solidarités

2/ Hierarchy

Under the authority of: the Program Coordinator

3/ Key responsibilities

Note: This list gives the framework of your activities but it is not exhaustive. You may be asked to complete other duties.

- **To draft 2 pages A4 leaflet in color presenting Solidarités activities in Kenya and Somalia for each of its project**
 - Design of the general layout
 - Collecting pictures and texts from the relevant Key persons
 - Finalise the layout
 - Follow up with the logistic department the printing quality
 - Provide the leaflets in PDF formats for email sharing
- **To draft 1 page A4 leaflet in color presenting Solidarités' beneficiaries' success stories**
 - Design of the general layout
 - To travel to the field and meet with the Field Coordinator, identifying with them key stories
 - Collecting pictures and texts from the relevant Key persons
 - To produce at least 2 leaflets for each project (4 current projects)
 - Follow up with the Logistics department the printing quality
 - Provide the leaflets in PDF formats for email sharing
- **To draft large scale communication visibility panels or banners presenting Solidarités activities in pictures**
 - Make proposition on the format
 - Evaluate the cost with the logistics team

- Prepare 3 draft proposition
- Finalise 1 final proposition
- Follow up with the logistics department the printing quality

4/ Qualifications and experience requirements

Education:

- Last year of Bachelor degree in Communication/Graphic design.

Experience:

- Proven Experience of Printing Communication skills
- Working experience of at least 1 year

6/ Person Specification:

Skills and competences:

- Organised
- Capacity to interact in a multicultural context
- Dedicated to quality work
- Hard working
- Capacity to work independently without close supervision and achieve results
- Rigour and seriousness
- Respectful of deadlines

Languages:

- English, oral and written
- Swahili is mandatory

Computer skills:

- Excellent knowledge of Photoshop, Xpress or In Design or similar graphic suite software
- Excellent knowledge of Word, Excel, PowerPoint, Internet

The intern will receive a monthly transport allowance as an incentive.

7/ How to apply:

Please send your CV with 3 referees, a cover letter, copies of qualification certificates, and certificates of service to: rha.solidarites@yahoo.fr before the closing date.

Please **indicate the position** you are applying for in the **title of your email**.

Only short-listed candidates will be contacted for an interview.

SOLIDARITÉS IS AN EQUAL OPPORTUNITY EMPLOYER