



AKADEMIYA

The Expertise We Need. The Africa We Want.

VACANCY ANNOUNCEMENT

AKADEMIYA2063 is an Africa-based non-profit research organization with headquarters in Kigali, Rwanda and a regional office in Dakar, Senegal. Inspired by the ambitions of Agenda 2063 and grounded in the recognition of the central importance of strong knowledge and evidence systems, the vision of AKADEMIYA2063 is an Africa with the expertise we need for the Africa we want. This expertise must be responsive to the continent's needs for data and analysis to ensure high-quality policy design and execution. Inclusive, evidence-informed policymaking is key to meeting the continent's development aspirations, creating wealth, and changing livelihoods for the better. AKADEMIYA2063's overall mission is to create, across Africa and led from its headquarters in Rwanda, state-of-the-art technical capacities to support the efforts by the Member States of the African Union to achieve the key goals of the African Union's Agenda 2063 of transforming national economies to boost growth and prosperity. Following from its vision and mission, the main goal of AKADEMIYA2063 is to help meet Africa's needs at the continental, regional and national levels in terms of data, analytics, and mutual learning for the effective implementation of Agenda 2063 and the realization of its outcomes by a critical mass of countries. AKADEMIYA2063 strives to meet its goals through programs organized under five strategic areas—policy innovation, knowledge systems, capacity creation and deployment, operational support and data management, digital products, and technology—as well as partnerships and outreach activities. For more information, visit www.akademiya2063.org.

Vacancy Details

Vacancy Number:SN24008/RW24008

Position Title: Digital Media Specialist

Department: Communication & Outreach

Location: Kigali or Dakar

Duration: 2-year renewable

Position Summary

AKADEMIYA2063 seeks a highly qualified Digital Media Specialist to support the organization's overall communications strategy by leveraging tools that promote online visibility, enhance user experience, and boost audience engagement. The candidate will be responsible for branding social media platforms and websites, graphic design for digital platforms and event promotion, audio-visual editing for social media content, and web user experience support. As part of the Department of Communication and Outreach (DCO), the successful candidate will collaborate with a team of communications professionals and creatives, all playing critical roles in driving AKADEMIYA2063's vision, mission, and impact, conveying our messages effectively, and engaging stakeholders optimally.

Duties and Responsibilities

- Adopt a highly user-focused visual design approach to drive traffic to digital platforms, publications, and events.
- Digital Platforms Branding: Responding to design requests to brand and rebrand all social media channels, websites, and other digital platforms.
- Social Media Visuals: Day-to-day provision of high-quality digital banners and assets to accompany daily content published across all social media channels.
- Website Visuals: Day-to-day provision of high-quality visuals for diverse websites to highlight publications, events, blog posts, and other initiatives.
- Newsletter Branding: Responding to design requests to provide visuals for email newsletter campaigns.
- Events Branding: Designing digital banners, concept notes, brochures, and venue branding assets for events.
- Video Editing/Rendering: Editing excerpts from live streams and promotional videos to create shorter clips for social media campaigns; creating animated videos to support campaigns.
- Podcast Editing: Editing of raw audio content to produce polished, engaging, and professional-sounding episodes based on podcast scripts.
- Events Support: Providing on-the-ground support during events, notably technical support for online and hybrid meetings.
- User Experience: Devising techniques to enhance social media user experience; supporting the web development team to improve user experience and design for digital platforms.

Selection Criteria

- Bachelor's degree in communication, computer science, graphic design, or relevant discipline.
- Minimum 5+ years' experience in similar roles.
- Solid understanding of visual communication principles.
- Solid knowledge of Adobe Photoshop, Illustrator, After Effects, InDesign CC, Lightroom, Cinema 4D, Premiere Pro, Photoshop, and other media editing software.
- Seasoned brand developer.
- Superior skills in illustration, UI/UX graphic design, and product development.
- Advanced experience and understanding of web design and product development.
- Experience in web content management (e.g., Drupal, WordPress, etc.).
- Excellent analytical and creative skills, with close attention to detail.
- Strong planning and organizational skills.
- Fast learner with the ability to work under pressure.
- Team player: ability to collaborate with diverse teams to deliver project objectives.
- Meticulous, with the ability to consistently deliver top-tier work while meeting urgent deadlines.

Submission of Applications

If you are interested in this position, please click this [link](#) to send your detailed application including your CV, and cover letter in English, by **January 25, 2025**.

Additional Considerations

- Applications received after the closing date will not be considered.
 - This Job Description only serves as a guide for the available position. AKADEMIYA2063 reserves the right to change, revise, omit, and add to this document in part / in whole.
 - Qualified female candidates are strongly encouraged to apply.
 - AKADEMIYA2063 is an equal-opportunity employer and offers an attractive and challenging working environment with opportunities for skill enhancement.
 - By sending an application, candidates give consent for their data to be processed solely for applicable recruitment procedures.
 - We thank all applicants for their interest in working for AKADEMIYA2063, due to the volume of applications, only shortlisted candidates will be contacted
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