



Improving lives

TERMS OF REFERENCE

Multimedia Design Expert

Location: Fair Trade Lebanon- Hazmieh

Type of Contract: Consultant

Languages Required: Fluent in Arabic – English / French is a plus

Starting Date: 1/6/2023

Ending Date: 30/6/2024

Reporting to: Zeina Tohme

HR Contact: Michelle Jeanbart

SCOPE OF WORK

The Multimedia Design Expert will be creating, animations and video editing using Adobe Creative Apps.

He/She should have excellent visual communication skills and a high attention to details and will be requested to act as the creative mind behind the projects they will be handling.

RESPONSIBILITIES

- Develop and produce social media posts for different platforms (Facebook, Instagram, Snapchat, etc.)
- Brainstorm and collaborate with teams to determine the visual approach
- Create an exciting, engaging, and interactive online experience (with feeds, stories, carousels, IGTV, etc.)
- Present the framework design/s to the management with description of the idea meant to be communicated
- Be flexible with feedbacks
- Check the quality of the graphic work before they go for final printing
- Complete a project successfully individually or in teams
- Meet project deadline

QUALIFICATIONS

- A bachelor's degree in Multimedia, Graphic Design, Animation or any related field in visual communication.
- Minimum 3 years' experience.

PREFERRED SKILLS

- Adheres to FTL values
- Strong knowledge of the Adobe Creative Apps: Photoshop, Illustrator, InDesign, After Effects.
- Good communication skills
- High degree of self-motivation
- Good time management
- Very good verbal and writing communication skills in English and Arabic
- Detail oriented and able to multitask
- Able to present ideas and solutions
- Excellent in working with teams and independently
- Responsible and able to meet deadlines
- Strong visual and creative sense
- Ready to work extra hours to meet deadlines

REVIEWED BY	Zeina Tohme	DATE	
APPROVED BY	Philippe Adaime	DATE	
NAME AND SIGNATURE		DATE	