

**JOB DESCRIPTION**

**Job Title: Multimedia Designer Consultant**

**Location: Abuja, Nigeria**

**Reporting to: Communications Coordinator**

**Line Management: None**

**Job Purpose**

The Multimedia Designer Consultant will support ActionAid Nigeria’s Communications Hub by producing high-quality visual and multimedia content for project teams. The role is best suited for an early- to mid-career creative professional with strong hands-on design skills, seeking to deepen their portfolio through meaningful work in the development and non-profit space.

**Specific Responsibilities**

* Conceptualise, create, and produce clear, creative, and brand-consistent visual materials across all media formats including digital, print, and motion for both web and offline applications.
* Collaborate with communications and programme teams to develop and implement visual strategies that align with project goals.
* Create high-quality images, graphics, banners, animations, and other visual assets as required.
* Develop engaging content for digital platforms including social media, websites, email campaigns, and multimedia stories.
* Design campaign materials and visuals for international observance days and other thematic events.
* Produce clear, creative, and brand-consistent graphic communications for both web and print applications.
* Work closely with teams to translate complex messages into impactful visual designs, presentations, and programme marketing tools.
* Support production of ActionAid’s e-newsletter and short-form videos, including editing and formatting as needed.
* Ensure timely delivery of design drafts, revisions, and final outputs.
* Maintain organised files and design archives; ensure assets are optimized for various platforms and formats.
* Incorporate feedback from stakeholders and adapt visuals accordingly, while upholding design integrity.
* Travel to ActionAid Nigeria’s project sites to capture photo and video content and ensure proper documentation using professional camera equipment.
* Ensure alignment with ActionAid’s visual identity and branding guidelines across all outputs.

**Key relationships**

* **Internal Relationships:** All AAN staff

**Functional Requirements**

* Must have access to a personal laptop, relevant photo and video editing software, and other necessary working tools for effective delivery.

**Persons Specifications**

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| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * First degree in, Fine Art (Specialising in graphics design) Mass Communication, Theatre Art (with specialisation in media art) or any relevant field. | * Membership of relevant professional Institute |
| **Experience** | * Minimum of 3 years’ experience in the related fields * Knowledge of graphic designs | * Experience working in Digital Media sector |
| **Skill Abilities** | * Proficiency in Adobe In Design, Illustrator, & Photoshop, Canva and/or other common design and layout applications. * Strong communication and writing skills * Multi-tasking skills * Excellent understanding of design principles * Ability to work under pressure * Have basic IT and current media and design trends * Ability to work within ActionAid branding guideline | * Experience in animation. * Content production/Photography skills * Skilled in handling DSLR camera for photography and video documentation |
| **Personal Qualities** | * A personof integrity * Creative and takes initiative. * Able to work effectively in a diverse team environment * Willing to work additional hours at crucial times. * A self-motivated person able to work without close supervision | * Effectively promote the AAN’s mission, values and objectives |

**Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Multimedia Designer Consultant**

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Communications Coordinator**