



SOS-HERMANN GMEINER INTERNATIONAL COLLEGE - TEMA

VACANCY

INTRODUCTION

SOS-Hermann Gmeiner International College is a dynamic co-educational boarding school located in Tema, Ghana. We offer quality pre-university education for students from SOS children's villages across Africa as well as others from the host country, Ghana, and beyond. For more information about the college, please visit our website at www.soshgic.edu.gh.

JOB TITLE – COMMUNICATIONS AND MULTIMEDIA OFFICER

ROLE OVERVIEW

The Communications and Multimedia Officer plays a vital role in supporting the College's communications, branding, and digital engagement efforts. Working closely with the Communications and Multimedia Lead, this position assists in the creation, management, and execution of multimedia content, social media strategies, and live productions to enhance the College's public image and community engagement.

DUTIES AND RESPONSIBILITIES

The Communications and Multimedia Officer will be responsible for:

1. Assisting in implementing the College's communications and brand strategy.
2. Ensuring brand guidelines are adhered to across all content and media.
3. Supporting the planning and execution of creative projects and live productions (e.g., Graduation, Band Concert, etc.).
4. Assisting in coordinating logistics and ensuring event coverage.
5. Assisting in the production of videos, graphics, animations, and other multimedia content.
6. Providing basic editing and design support to enhance visual storytelling.
7. Assisting in administering and updating the College website, ensuring accuracy and relevance.

8. Capturing and curating compelling photographs for various digital and print platforms.
9. Working closely with other departments to support communication needs and ensure consistency.

COMPETENCIES

1. Bachelor's degree in Communications, Marketing, Multimedia or a related field.
2. Professional certification and/or additional certifications in multimedia production or web development (desirable).
3. At least 2 years post-degree experience.
4. Proficiency in design and editing tools (e.g., Adobe Creative Suite, Canva, video editing software, Corel Draw, etc.).

Personality:

1. Creative thinker with a keen eye for detail.
2. Strong organizational and time management skills.
3. Excellent writing and editing skills.
4. Ability to work collaboratively in a fast-paced environment.

DIRECT REPORT

The Communications and Multimedia Officer is line managed by the Communications and Multimedia Lead.

HOW TO APPLY

Please submit an application letter and a recent CV to applications@soshgic.edu.gh. The subject should be titled, Communications and Multimedia Officer.