1.	IDENTIFICATION
JOB TITLE	**Graphic Design Intern**
DIRECTORATE/UNIT	**Institute of Capacity Development (ICD)**
PHYSICAL LOCATION	**Amref Health Africa, Headquarters, Nairobi**
PERIOD	**3 months**

2. JOB OBJECTIVE

To support the Institute of Capacity Development (ICD) to design, develop illustrations, templates, eLearning interface and also convert content for the various eHealth projects.

3. REPORTING RELATIONSHIP

The Graphic Design Intern will report to the eHealth Programme Manager through the Content Development Officer.

4. RESPONSIBILITY

In line with the Amref health Africa standards and guidelines for content development, the intern graphic designer, eContent development is expected to:

- Design eLearning interfaces for the various eLearning projects under the eHealth programme
- Design eLearning templates and source for illustrations and images for eLearning content
- Build and update the media library for the eHealth unit
- Improve the branding of all content outputs including creation of content marketing tools
- Liaise with the relevant resource to develop the interactive components and ensure they are integrated into the content
- Work with the eHealth team for content graphic visualisation and communication
- Convert scripts to eLearning
- Support the eContent developers as they convert the courses
- Convert the scripted materials using the recommended software and as per the Amref Health Africa standards and guidelines
- Review the converted materials (CBT) after conversion for quality assurance using the tools provided
- Review content outputs to ensure adherence to standards and guidelines
- Prepare the final signed off CBTs for publishing in form of SCORM and HTML files.

- Upload the signed off HTML files to the Content Management System (CMS) and enrol learners to the various courses in liaison with the eHealth technical team.

5. **QUALIFICATIONS**

- Bachelors Degree or Diploma in Graphics communication and Advertisement or other related fields
- Strong skills and expertise in Corel Draw, Adobe InDesign, Adobe Flash and
- Strong PC skills and expertise in MS Office (Word, Excel and Power point)
- Training in content conversion will be an added advantage

6. **COMPETENCES**

- Fluency and proficiency in written and spoken English and Kiswahili.
- Desire to continuously learn new features of content development tools and software
- Good writing, editing and proofreading skills
- High attention to detail
- Ability to prioritise, schedule and meet deadlines
- Ability to work both independently and within a team
- Ability to work effectively in a fast-paced, dynamic team