

## CURRICULUM DESIGN & EDITING

### REQUIRES A COVER LETTER?

Yes

### APPLICATION SUBMISSIONS GUIDELINE:

Send CV and cover letter to [support@swsלב.com](mailto:support@swsלב.com) ; [social.workers.syndicate.leb@gmail.com](mailto:social.workers.syndicate.leb@gmail.com)

Deadline for submission: March 15, 2022

### CONTACT PERSON NAME:

Batoul El Chami (Human Resources Officer)

### DESCRIPTION:

Under the supervision of the SWSL president and the Project Coordinators, the specific responsibilities will be as follows:

#### S/he will:

##### Required

- Review and edit the final Focused Psycho social support (FPSS) curriculum tailored for SWSL, around 150 pages (Arabic language)
- Create a customized design to perfectly reflect the curriculum's goals and activities
- Generate creative ideas to be more comprehensive and to attract readers
- Manage and oversee layout and check the content for accuracy
- Highlight stories and generate headlines ideas in alignment with the targeted audience
- Comply with ethical guidelines

#### Qualifications:

##### Required

- BS in Marketing, Graphic Arts or a similar field
- Proven work experience as an editor
- Experience in Photoshop and publishing tools
- Fluent in Arabic and English. French is a plus

##### Additional

- Creative capacity
- Strong attention to details
- Ability to visualize the final product
- Technology proficiency

### PERIOD OF EMPLOYMENT:

10 days

### CONTRACT TYPE:

Consultancy

### SALARY RANGE:

2500 (USD) for the total contract value amount