



Term of Reference

Graphic Designer

Organization: Digital Opportunity Trust (DOT)

Location: Beirut, Lebanon

Duration: 1 Year

Reporting To: Country Director

Department: Communication

Introduction:

Digital Opportunity Trust (DOT) is a local non-governmental organization that is part of the global DOT network operating in countries across Africa, the Middle East, Asia, and the Americas. DOT is dedicated to providing marginalized individuals, particularly women and youth, with access to information and communication technologies (ICT) to foster education, economic opportunities, and entrepreneurship.

Role Summary:

The Graphic Designer will be responsible for developing high-quality designs that effectively communicate DOT's brand identity and messaging across various channels, including digital and print media. Reporting to the Country Director, the Graphic Designer will collaborate closely with the communication team to create visually appealing content for DOT Lebanon across all platforms. Additionally, the Graphic Designer will work in collaboration with different units within the organization.

Key Responsibilities:

- Develop engaging and visually appealing designs for marketing materials, including email campaigns, social media posts, and digital/print materials.
- Ensure all designs adhere to the organization's branding and messaging guidelines.
- Create and update website layouts, graphics, and user interfaces.
- Produce visual presentations and graphics for internal and external events, such as webinars and presentations.



- Design visual assets for marketing campaigns, including infographics, social media graphics, and email templates.
- Manage multiple projects simultaneously, ensuring timely delivery and quality execution.
- Stay updated on design trends and technologies, sharing knowledge and insights with the team.
- Coordinate with the Country Director and Marketing Manager on all required tasks.
- Deliver creative projects from brief to final execution.

Qualifications and Experience

- Bachelor's degree in graphic design or a related field, or equivalent experience.
- 2 to 3 years of relevant experience.
- Fluency in English.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign), Sketch, and other relevant design tools is preferable.

Duration

The expected duration of this assignment is one year.

Application detail and process

Interested applicants for this position must share their resume in addition to any supporting documents showcasing their qualification experience and skills set via email to the following address

Procurementlb@dotrust.org mentioning the subject of the email s the following "Applicant for the Graphic designer position"

Hiring date: May 3, 2024

Deadline for Submission: April 28th, 2024.