



AMERICAN EMBASSY, COLOMBO

Digital Production Coordinator - [Female/Male]

We encourage both women and men to apply for this position. The United States Embassy seeks a diverse workforce with equal opportunity for all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The incumbent is responsible for the production of all visual and multimedia elements of Mission public engagement, including the design, creation and/or acquisition of customized visual and multimedia content, which is disseminated online, in person, or via traditional broadcast. Creates compelling visual content for all Mission outreach materials by assessing visual aspects of the Sri Lankan media environment, public preferences for visual content formats and dissemination channels, and the impact of Mission visual materials. S/he works under the direct supervision of the Information Officer and has no supervisory responsibilities.

The work schedule for this position is: Full Time - 40 hours per week.

The monthly gross salary for this position will be Rs. 142,894/-

Qualifications Required:

- 1. Education** - An associate degree or two years of full-time university studies in design, advertising, mass communications, visual arts, computer science, or film is required.
- 2. Prior Work Experience** - This position requires a total of at least three (03) years of progressively responsible experience in the design, creation, and packaging of visual and multimedia content for digital marketing, advertising or mass communications purposes, including extensive experience as an advanced end user of industry standard desktop and mobile software applications, internet and related communications technologies, and integration of visual content into web content management systems. [Note: candidates considered for this position must provide a portfolio of original work demonstrating visual and multimedia design competence.]
- 3. Language Proficiency** - Level IV (Fluency) reading, writing, and speaking English is required.
(This will be tested)
Level IV (Fluency) reading, writing, and speaking Sinhala or Tamil is required.
- 4. Job Knowledge** - Must have strong creative skills and detailed knowledge of audio and video production, graphic design, and other visual content creation. Must understand how online digital properties and communities function. Must have detailed knowledge of the attitudes of target audience groups, and their preferences for specific content, format, and delivery of visual communication. Knowledge of trends in regional and international communications patterns and how they affect the Sri Lankan communications landscape is required. General knowledge of digital promotion techniques, audience analysis and analytics, and customer service standards is required. Must have general knowledge of project management, including defining project objectives, outcomes, and assessment methods.

Detailed knowledge of legal regulations and procedural guidelines affecting use of visual and multimedia content as well as copyright and other restrictions on use of materials is required.

5. Skills & Abilities -

- Analytic skills
- Communication / Interpersonal skills
- Management skills
- Technical skills
- Availability: Must be available to travel throughout Sri Lanka.

Required Documents:

To apply for this position applicants **must electronically submit copies of the documents listed below** along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Relevant Educational Certificates
- Relevant Service/Work Experience Certificates
- Proof of citizenship (National Identity Card/Passport and/or Work Permit)

How to Apply:

Please visit our website <https://lk.usembassy.gov/embassy/jobs/> to submit your applications through Electronic Recruitment Application system [ERA]. Before you continue with the application process, please carefully read the instructions available on our website.

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before August 13, 2020.**
Please note, only shortlisted candidates will be contacted.