

Digital Media and Information Graduate Intern: Local NGO

Deadline: 25 June 2024

Location: Harare

### **Introduction**

An organisation working in the area of democracy and governance seeks to recruit a Digital Media and Information Graduate Intern.

### **Responsibilities**

The Graduate intern will be assisting in the Media and Information Department with Content Management Systems.

- Social media promotions
- Content creation
- Uploading documents on the organisation's website
- Hosting virtual meetings
- Serve as the first line of support for the end user on issues related to servers, computers, laptops, printers, network connectivity and remote access. Simulates or recreates a process to resolve operating difficulties and may interact with network services.
- Offering technical support to other departments
- He/she provides support to the project teams to ensure coordination and support any IT-related issues, including any upgrades for efficient project delivery.

### **Job description**

Handles first-level support of hardware, applications and operating systems, technical consultation and networking; Performs software installations on company computers and configures applications as specified; Understands how IT can be used to create value and competitiveness; and raises the Organization's visibility through media liaison.

### **Qualifications and experience**

Diploma or Bachelor's Degree in Computer Science, Information Technology or related field, and a Bachelor's Degree in Media and Society Studies or Diploma in Journalism or Digital Marketing or equivalent.

### **To apply**

Submit your CV and application letter via email to [democracyjobs2017@gmail.com](mailto:democracyjobs2017@gmail.com)

### **Interested applicants should apply by: 25 June 2024**

During the application process, the organisation will not charge any fee or require payment for an application to be considered. The organisation is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical handicap, or financial ability.