

MULTIMEDIA SECTOR LEAD

About Noolaham Foundation

Noolaham Foundation (NF) is a legally registered (GA 2390), non-profit, non-partisan, secular entity, founded to provide enhanced access to information sources and foster knowledge-based development in Sri Lanka. Noolaham Digital Library (noolaham.org) and Noolaham Multimedia Archive (aavanaham.org) maintained by the Noolaham Foundation serve as Learning Centres incorporating local knowledge. The digital library and archive function as a repository for various community institutions and fulfill the information needs of students, researchers, historians, activists and the public.

Job Descriptions

Job Title	Multimedia Sector Lead
Reports to	Digital Library and Archive Manager
Profile of Institution	Noolaham Foundation, Sri Lanka
Base Location	Jaffna, Sri Lanka
Type	Full Time / Salaried (Based on Job Grid of NF)
Period of Assignment	One year (Probationary period - Three months, and the possibility of extension based on performance and organizational needs)
Date of Duty Assignment	Immediate

POSITION - MULTIMEDIA SECTOR LEAD

Job Summary

Multimedia Sector Lead will maintain the organization's multimedia products , and plans for growth. He/she will maintain the Noolaham audio,video,photos digital documentation. This position is also responsible for developing, maintaining and supporting Aavanaham website. Multimedia sector lead closely collaborates with Field researchers, Digital preservation team, Digital library team and Management team.

Duties and Responsibilities

- In coordination with management, create innovative reports or documents to penetrate into the relevant Digital Multimedia of NF.
- Responsible updating relevant data and information in the Media, web page, Software Hardware, Photography , Audio Video and other publications.
- Support Field researchers and Other NF Sectors.

- Create and Develop Multimedia policy.
- Provide NF recommended outputs Formats. (Video ,Audio, Photos and other Documents).
- Maintain libraries of photos, videos and Audios, ensuring these are used appropriately and in accordance with best practice and project guidelines.
- Any other duties within the overall scope of the job may be determined from time to time.

Competencies and Skills

- **Leadership:** Excellent team and organizational leadership skills working with senior management / board of directors to individual contributors; extensive experience communication and information management system; ability to provide leadership and direction to project teams on required fields to ensure successful production of required document; consummate team player with a positive, flexible and creative approach
- **Campaigning:** Ability to market the objective of NF and its project portfolio and taking leadership in NF related events and campaigns and support the team with innovative ideas and input
- **Analytical:** Ability to synthesize complex or diverse data and information; analyze, and develop strategies and action plans to ensure efficient product for NF.
- **Problem solving:** Ability to quickly identify gaps/ matters/ issues in communication and information sharing arena and resolve problems through proper channel and coordination with management.
- **Technical expertise:** Must have strong technical background in web-based software applications, publication, printing, public relations, donor relationship, proofreading, editing, and other technical requirements to perform the assignment.
- **Oral and written communication:** Must speak clearly and persuasively in positive or negative situations; must write clearly and effectively at a high level; excellent ability to communicate program vision and collaboratively align diverse organizations; must have strong presentation and group facilitation skills
- **Quality management:** looks for ways to improve and promote quality and demonstrates accuracy and thoroughness

Essential Qualifications

- Degree in Medias Studies,or Degree in Multimedia, or Degree in Visual Communication.
- Excellent Skills in Graphic Designing Software (Adobe Premiere Pro, Adobe After Effects, Adobe Audition, Adobe Photoshop)
- Excellent Knowledge of DSLR and Camcorder Handling.
- Excellent Skills in Photography.
- Excellent Skills in multimedia Related Equipment.
- Excellent Computer skills in Google Products (Google Sheet , Docs, G- mail).

- Average in Hardware Knowledge.
- Good Skills in Software Related.
- Experiences of Social media Platforms.
- Good planning, organizing and coordinating skills.
- Good and Update interpersonal skills.
- Ability to work collaboratively and as part of a team.
- Commitment to Noolaham Foundation policy of equal opportunity and the ability to work harmoniously with colleagues of all cultures and backgrounds.