

FOUNDATION FOR ENVIRONMENT CLIMATE AND TECHNOLOGY

DESKTOP PUBLISHING SPECIALIST

The Foundation for Environment, Climate and Technology (FECT) generates information that needs to be communicated through multimedia through reports, flyers, posters, books and visually in an appealing and rigorous manner to experts, students and society at large. We are looking for a versatile individual who has some combination of the skills identified below and is willing to learn other areas.

The specific technical skills that we are looking for are

- Writing, editing and copy-editing skills in English
- Skilled in Visual Communication
- Advanced Competence in MS-office packages
- Advanced Competence in Graphics Packages
- Visual communication packages such as Adobe CS5 suite, Indesign, or similar.
- Experience in developing content for websites, blogs, social media outlets (facebook, twitter)
- Able to cater scientific/environmental / development information to different audiences

The skills in any of the following shall be an asset

- Skills in video editing and web upload
- Journalism, Social sciences, Humanities, Natural/Applied Sciences, Professions
- Competence in French, Dhivehi, Sinhala, and Tamil.

The candidate shall work in a multidisciplinary team environment and must be willing to learn new subjects. Ability to work independently and conscientiously in a timely manner with minimal supervision is necessary. This shall be an ideal opportunity for someone who seeks to develop their craft and career.

The assignment is to commence immediately, and the appointment is on an initial contract for a year and extendable. Work will be at our offices located about 10 km North and 17 km East of Kandy. To apply, send (1) a CV/ resume (2) names of two professional referees who are familiar with your work, (3) a Cover Letter relating your fit for this position and the nature of your interest and a (4) sample prior outputs including URL's by email, as early as possibly but by December 25th, 2015 – applications received thereafter shall also be reviewed if the post is not filled. In addition, to filling this position, we shall consider providing opportunities for internship.

Email: fectcv789@gmail.com With a copy to: lareefz@hotmail.com

The Manager
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