

## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	<b>Social Media, Photography &amp; Administrative Intern</b>	<b>Reports to</b>
<b>Grade:</b>		❖ Director, Communications & External Affairs
<b>Department:</b>	Communications & External Affairs	<b>Direct Reports</b>
		❖ None

Shelter Afrique Development Bank (ShafDB) is a Pan-African housing finance and development institution established by African Governments to provide financial solutions and technical assistance for affordable housing and urban development across the continent.

The Social Media, Photography & Administrative Intern will support the Communications and External Affairs function in strengthening digital presence, visual storytelling, and day-to-day administrative coordination. The intern will assist in content creation, photography and visual documentation, social media management, and departmental administrative support to ensure efficient execution of communication strategies and internal operations.

### Key Responsibilities

#### Social Media & Digital Content Support

- ❖ Assist in developing and scheduling content across social media platforms (LinkedIn, X, Instagram, Facebook, YouTube).
- ❖ Draft captions aligned with institutional tone and branding guidelines.
- ❖ Support in tracking analytics (engagement, reach, follower growth) and preparing monthly performance reports.
- ❖ Monitor social media engagement and flag relevant comments/messages.
- ❖ Assist in launching and managing new platforms (e.g., Instagram or visual first channels).

#### Photography & Visual Documentation

- ❖ Provide photography and short-form video coverage during events, meetings, and internal activities.
- ❖ Edit photos and basic video content for digital platforms.
- ❖ Maintain an organized digital photo archive and media library.
- ❖ Support branding consistency across visual outputs.
- ❖ Assist with graphic design coordination where needed.

#### Administrative & Operational Support

- ❖ Provide administrative assistance to the Communications team.
- ❖ Support preparation of presentations, briefing notes, and memos.
- ❖ Assist with vendor coordination and follow-ups (designers, printers, photographers).
- ❖ Help track invoices, payments, and departmental documentation.
- ❖ Maintain organized filing systems (digital and physical).

### **Experience and Academic Qualifications**

- ❖ Pursuing or recently completed a degree in Communications, Marketing, Media, Journalism, Photography, Public Relations, or related field.
- ❖ Demonstrated interest in digital storytelling and social media management.
- ❖ Basic photography and editing skills (Lightroom, Canva, CapCut, Adobe Suite is an asset).
- ❖ Strong written communication skills.
- ❖ Highly organized with attention to detail.
- ❖ Ability to work independently and manage multiple tasks.

### **How to Apply:**

Interested candidates should submit a detailed CV and cover letter to [hr@shelterafrique.org](mailto:hr@shelterafrique.org)

with the subject: "**Application – Social Media, Photography & Administrative Intern " 13<sup>th</sup> March 2026**"

Shelter Afrique is an equal opportunity employer.