



## **Job Opportunity. Graduate Intern**

### **Marketing & Communications**

#### **JOB BRIEF.**

Kuwala Creatives is a diverse talent agency in Malawi. We search, train, represent and manage professional talents in the Malawian Creative Industry. We are a source of personalized and exceptional creative services, for organization's professional needs with a focus on the creative services. We are a dedicated agency representing every age, size, shape, color and creed for everyone who honors individuality, respect and possibilities with their talents and projects. We are the gap between professional talents and projects/organisations.

#### **DUTIES**

- Preparing and submitting periodic activity reports within stipulated timeframes.
- Ensure high quality records management of talents and other clients databases and general profiles.
- Maintaining a positive image of our talents through planned public relations efforts.
- Formulating and Implementing strategies for identifying, recruiting and retaining talents.
- Analyzing the market with a view to identifying existing and emerging talents and clients' needs as well as challenges and making sure to address them in liaison with the team.
- Invoicing and following up of payments of clients.
- Maintaining a positive working relations with media and advertising companies.
- Ensuring the implementation and delivery of clients' expectations.
- Coordinating the production of clients information delivery and collateral material – including e-mail, e-news, newsletters, brochures and other publications and mailings in collaboration with the technical team.
- Assist in the preparation and administration of office budget.
- Any other reasonable duties as designated.

#### Minimum Requirements:

- A recent graduate from a recognized institution from a related field.
- Must have a proven record in a related role
- Database management experience and knowledge.
- Intermediate to advance skills in word processing, spreadsheet, database, presentation software and internet required
- Strong writing, speaking skills

#### Knowledge, Skills and Abilities

- strong organizational skills essential
- strong interpersonal skills necessary
- Salesmanship and the ability to inspire and motivate prospective clients,
- Experience with new media technologies, such as blogs, twitter, and online social marketing preferred.
- High energy, positive, "can-do" attitude, flexibility, teamwork,
- Attention to detail and high degree of initiative required
- Strong computer literacy is essential: Mac and PC; MS

- Excellent organizational and administration skills
- Self-motivated and able to work on own initiative
- Confident and mature approach to dealing with people

Submit your CVs through [info@kuwalacreatives.com](mailto:info@kuwalacreatives.com) before the **Thursday, 10<sup>th</sup> January, 2019**.

For further information call +265 995460568 or +265888661576

[www.kuwalacreatives.com](http://www.kuwalacreatives.com)

Also Share [TIWALE TALENT ROOM](#) Opportunity to Creatives in Your circle.



The poster features a dark background with a wooden structure on the left and abstract colorful lines on the right. The Kuwala Creatives logo is at the top center. The text 'TIWALE TALENT ROOM' is prominently displayed in the center. To the right, it says 'Entries Close 31 ST JANUARY 2019'. Below this, it reads 'LET YOUR TALENT SHINE & MAKE A GLOBAL IMPACT!'. At the bottom, there are three columns: 'BE DISCOVERED', 'CREATE', and 'IMPACT GLOBALLY'. Below these columns, it says 'SUBMIT YOUR DETAILS & CONTENT VIA WHATSAPP 0994227270 / 0883098562'. Further down, it says 'Or Online www.kuwalacreatives.com'. At the very bottom, there are three social media icons: Facebook (Kuwala Creatives), a quote ('Where Talent, Meets Projects'), and Twitter (@KuwalaCreatives).

**Kuwala**  
CREATIVES

*Entries Close*  
**31 ST  
JANUARY**  
2019

**TIWALE  
TALENT  
ROOM**

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*"Where Talent, Meets  
Projects"*

 @KuwalaCreatives