EXCITING CAREER OPPORTUNITY

The Management University of Africa (MUA) is a chartered premier University in Kenya with its main campus in Kisaju, Kajiado County and a campus in South C, Nairobi. We visualize being a premier University providing Management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professional to fill the following positions.

1.0   MULTIMEDIA SPECIALIST – ONE POSITION

JOB PURPOSE

 The Multimedia Specialist will design, develop, and support high-quality digital learning content. The role will focus on producing engaging multimedia resources that enhance online, blended, and distance education programs while ensuring accessibility, instructional effectiveness, and alignment with academic standards.

KEY DUTIES AND RESPONSIBILITIES

- Design and produce multimedia learning materials including instructional videos, animations, graphics, audio content, and interactive media
- Collaborate with instructional designers, faculty, and subject matter experts to translate course content into effective digital learning experiences
- Record, edit, and post-produce lectures, tutorials, demonstrations, and virtual classroom sessions
- Develop multimedia assets for Learning Management Systems (LMS), MOOCs, and other online learning platforms
- Ensure all multimedia content complies with accessibility, copyright, and quality assurance standards (captioning, transcripts, inclusive design)
- Support faculty in the use of multimedia tools and best practices for online teaching
- Maintain and manage multimedia equipment, studios, and digital asset repositories
- Stay current with emerging e-learning technologies, multimedia tools, and online pedagogy trends

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Bachelor's degree in Multimedia, Digital Media, Educational Technology, Instructional Design, Film, or a related field
- Minimum of 2–5 years of experience in multimedia production, preferably in e-learning or higher education environments
- Proficiency in multimedia production tools (Adobe Creative Suite, Camtasia, Articulate, Captivate, or similar)
- Experience with video recording, screen capture, audio editing, and post-production workflows
- Familiarity with Learning Management Systems (e.g., Moodle, Blackboard, Canvas)
- Strong communication, collaboration, and problem-solving skills
- Experience in Open and Distance Learning (ODL) or online program delivery
- Knowledge of instructional design models (ADDIE, SAM, etc.)
- Understanding of accessibility standards (WCAG, Section 508)
- Experience with animation, motion graphics, or interactive media development

2.0 GRAPHIC DESIGNER – ONE POSITION

JOB PURPOSE

The Graphic Designer will develop high-quality visual materials that will enhance online teaching, learning, and digital communication. The role will focus on designing engaging, accessible, and learner-centred graphics that support online courses, instructional materials, and institutional branding.

KEY DUTIES AND RESPONSIBILITIES

- Design visual content for online and distance learning materials, including course graphics, infographics, illustrations, and templates
- Develop graphics for Learning Management Systems (LMS), e-modules, MOOCs, and virtual classrooms
- Collaborate with instructional designers, multimedia specialists, and faculty to translate academic content into visually effective learning materials
- Create digital assets for websites, social media, marketing, and student engagement initiatives related to ODL programs
- Ensure all designs comply with university branding guidelines and accessibility standards (WCAG, inclusive design principles)
- Prepare and optimize graphics for web, mobile, and print use
- Maintain organized design files, templates, and digital asset libraries
- Support continuous improvement of visual standards across online learning platforms

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Bachelor's degree in Graphic Design, Visual Communication, Multimedia, or a related field
- Minimum of 2–4 years of professional graphic design experience (experience in e-learning or higher education preferred)
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Strong understanding of layout, typography, colour theory, and visual communication
- Experience designing for digital platforms and online learning environments
- Ability to manage multiple projects and meet deadlines
- Experience working with e-learning or instructional design teams
- Knowledge of accessibility and inclusive design standards
- Basic skills in motion graphics or multimedia design
- Familiarity with UI/UX or web design tools (Figma, Adobe XD)
- Experience working with LMS platforms (e.g., Moodle, Canvas, Blackboard)
- Creativity and attention to detail
- Learner-centred design thinking

HOW TO APPLY

Interested candidates who satisfy the requirements above should forward their applications accompanied by a detailed CV, email address, daytime telephone contact, name and address of three referees. The applications should reach the undersigned not later than **17th March 2026.The** Management University of Africa is an equal opportunity employer.

The Vice – Chancellor,
The Management University
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