

## **Job Description & Role Explanation**

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**Position:** Graphic Designer

**Reports to:** Continental Communications Director & International Office

**Location:** Lome, Togo

**Employment Type:** Full Time

**Office Hours:** Monday-Friday 8:00am-4:30pm

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### **Job Scope**

The primary objective of this position is to help TTI achieve its mission and vision while remaining aligned to our Core Values. This position requires exceptional graphic designing skills with a knack for creativity and new ideas. The work also expects the employee to understand computer and systems networking. This work requires to work in humility with various departments and TTI offices.

### **Spiritual Life**

- Being a Christian and a key leader in a Christian organization, your relationship with God must be the central focus of your life. Your outward ministry and service should be greatly fueled by your devotion to God. If this is not the case, then everything else does not matter. Quality time with God is a must for this position.
- Secondly, you must be able to take care of your family. Ensure that you are in a right relationship with your spouse and children. Ministry begins at home.
- Prayer for this partnership, including the ministries, churches, and partners involved must be a central process in all that you do.
- Should identify and be accountable to at least one other person on a regular basis for discipleship. Our life with Christ is communal, not private or individualistic.
- Mission-minded. Ready to share the love of Jesus with the lost, to encourage and exhort others, and to live out the gospel in all aspects of your life.

### **Roles & Expectations**

1. Drafting Africa newsletter monthly (editing of stories and content received from the field to suit the newsletter in consultation with the Africa Communications Director).
2. Draft TTI Magazine (editing of stories and content received from the field to suit the magazine in consultation with the concerned department).
3. Creating Collaterals as often as required.
4. Taking up graphic design assignments as directed by the international/Continental office.
5. Setting up necessary security firewalls for server and computer systems including secure encryption and data backup of all TTI related material.

#### **• Travel**

This being a field role, travel should be expected. Health and ability to travel is important. Ensure you have your passport. Travelling during some weekends should be expected.

- Travel for TOTs i.e. attend and lead trainings in East Africa.
- Visiting TTI work in the field for accountability and follow-up training.
- Willing to visit rural areas with lower standards of accommodation.

- **Involvement in the Office**

This position also involves numerous administrative tasks to be done within the office when you are not travelling for TOTs. These tasks include but are not limited to:

- Reviewing field reports
- Financial accountability
- Field communication
- Coordination of tasks
- Attending and contributing in meetings.

**General Expectations**

- Self-motivation and dedication are necessary.
- Humility and high moral character are non-negotiable in all aspect of our work.
- Ability to take part in leadership and training in regular leadership meetings.
- Conduct yourself properly with humility, gentleness, and wisdom around people/leaders that hold onto different theological positions within the Christian circle.
- The majority of your time will be spent working to help implement TTI strategies in the field.
  - Must possess the ability and desire to lead others with well-balanced confidence and humility.
  - Different countries have different cultures and customs. Understanding this is important to implement systems that lead smooth operations.
  - Direct communication with Zonal, National, and Continental directors with efficient and organized reporting and financial accountability.
- Regular communication and updates with the office team and our leaders and church planters in the field is required. Prompt and quality replies to emails/phone calls, WhatsApp messages and SMS is expected. Strive to reach the leaders in the field by whatever means necessary.
- Compliance with the requirements, policies and accountability established by TTI.
- It is also important to remember that the function of the office is to serve and support the work in the field. There should not be a controlling tone or harassment of those in the field.
- It is likely that our field staff will challenge patience and not always send reports in the right format, on time, and properly filled. Grace, mercy, and patience are needed to help them adjust to the expected level we require. However, we never stop encouraging them to raise their level of reporting.
- This position is challenged to develop a plan to reach that goal and train our leaders in these areas and work on local fundraising ideas.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

