



Terms of Reference

Multimedia Design Internship

1 July 2026

Prepared by FinMark Trust

1. About FinMark Trust

FinMark Trust (FMT) is an independent trust whose purpose is to make financial markets work for people living in poverty by promoting financial inclusion and regional financial integration. FMT does this by conducting research to identify the systemic constraints that prevent consumers from accessing financial markets, and by advocating for change based on research findings. Thus, FMT has a catalytic role, driven by its purpose to start processes of change that ultimately lead to the development of inclusive financial systems that can benefit all sectors.

2. The opportunity

The Knowledge Management team at FinMark Trust is a small, dynamic team working at the intersection of research, data and communications – and we take how we tell our story seriously. We are looking for a creative all-rounder to join our team as a Junior Multimedia Content Designer.

This role is for someone at the start of their career who enjoys working across different formats, not just one. You might design presentations and reports one day, edit a podcast the next, shoot short-form video at an event, or help draft a social media campaign by the end of the week.

We are not looking for a master of everything. What matters is a strong visual eye, curiosity, motivation and willingness to grow. We're looking for someone who sees a brief as a starting point, not a ceiling, and who is comfortable learning, experimenting and improving along the way.

If you are a recent graduate with a creative instinct and a genuine interest in how communications can drive social change, we would like to hear from you.

3. Scope of Work

The Multimedia Design Intern will:

- Design on-brand PowerPoint presentations, Word reports and InDesign publications
- Create data visualisations, infographics and visual assets for print and digital use
- Produce basic podcasts and vodcasts — planning, recording, editing and distributing
- Create short-form video content for YouTube Shorts, WhatsApp/Facebook stories, etc.
- Draft and schedule social media posts and monitor trends and engagement
- Write and design content for email campaigns and newsletters
- Manage the FMT Minute internal newsletter end-to-end
- Attend events to capture content — photography, short video clips, social media
- Keep our content library organised and up to date
- Bring new ideas to the table — we want to hear them.

3.1 Required Qualifications

- A Bachelor's Degree or Advanced Diploma in Graphic Design, Communications, Media Studies or a related field

3.2 Skills and experience

- Working knowledge of Adobe Creative Cloud — Photoshop, InDesign and Illustrator
- Confident user of PowerPoint and Word

- Exposure to basic audio/video editing tools (Audacity, CapCut, Adobe Premiere Rush or similar)
- Some experience creating content for social media – whether for a brand, a student project or your own platforms
- Familiarity with email marketing platforms (e.g. Mailchimp) is an advantage
- A portfolio of work that shows us what you can do – student work, personal projects and side hustles all count

3.3 Personal qualities

- You have a good eye and care about the details
- You manage your time well and can handle multiple tasks at once
- You're a self-starter who doesn't wait to be told what to do next
- You're curious about new tools, platforms and ways to communicate
- You're comfortable in a team but can also work independently
- You care about social impact and want your work to mean something

4. What FinMark Trust Offers

- A competitive junior salary (market-related)
- A role with real variety — no two weeks look the same
- A collaborative, purpose-driven team environment
- A flexible work environment that works on a hybrid approach, allowing you to work from home three days per week
- Exposure to meaningful research and development work across sub-Saharan Africa
- Opportunities to grow your skills across design, multimedia and digital communications.

5. How to apply

Send the following to Shirley Jeffreys-Leach, shirleyj@finmark.org.za by 14 August 2026:

- A covering letter (max one page) — tell us who you are and why this role is for you
- Your CV
- A portfolio — show us something you've made. A presentation, a social post, a reel, a podcast clip, a flyer. Student or personal projects are welcome.

FinMark Trust is committed to transformation and equity in the workplace. We strongly encourage applications from candidates from previously disadvantaged backgrounds. FMT reserves the right not to make an appointment.

If no communication has been received from us after one (1) month of your submission, please consider yourself unsuccessful.