



Job Description

Job Title:	Visual Media Officer
Department:	Pakistan Support Hub
Reports to:	Senior Photographer
Location:	Islamabad
Contract Type:	Contractual/Annual
Salary Range:	PKR. 120,000/- to PKR. 150,000/-
Purpose	The Visual Media Officer is responsible for supporting the production, editing, preparation, and management of high-quality photographic content for Muslim Hands. The role works closely with the Photographer to support photography requirements, processes and prepares images for different platforms and uses, and undertakes photography assignments as required.
Main Responsibilities	• Work closely with the Photographer to support photography requirements for campaigns, Programmes, events, field activities, and other organizational needs. • Assist with photography shoots and undertake photography assignments independently when required. • Review and sort photographs from shoots and field submissions, identifying the strongest and most suitable images for use. • Edit, colour-correct, crop, retouch, and enhance photographs while maintaining a natural and consistent visual standard. . • Prepare and resize images in advance for different uses, including websites, social media, email, print, reports, and other digital platforms. • Maintain both original high-resolution files and correctly prepared versions for different platforms and requirements. • Ensure images are correctly named, categorized, tagged, and organized so they can be easily located and used by relevant teams. • Maintain an organized and up-to-date library of approved and ready-to-use photographs. • Ensure photography and image processing follow Muslim Hands' brand, quality, safeguarding, consent, and content standards. • Coordinate with relevant media and creative team members to understand upcoming image requirements and ensure suitable photography is prepared and available when needed. • Support the management and organization of photography equipment and files where required. • Keep up to date with photography, photo-editing, image optimization, and digital imaging practices.
Required Qualification, Experience and Skills:	• Strong photography and photo-editing skills. • Proficiency in Adobe Lightroom and Adobe Photoshop. • Good understanding of colour correction, retouching, cropping, composition, and image enhancement. • Understanding of image resolution, dimensions, aspect ratios, compression, and file formats for web, social media, email, and print. • Good understanding of cameras, lenses, lighting, and basic photography equipment.



	• Strong visual judgement and ability to select effective photographs from large volumes of images. • Good file organization and digital asset management skills. • Ability to manage multiple image requirements and deadlines. • Attention to detail and consistency. • Willingness to travel and undertake photography assignments when required. • Bachelor's degree or relevant qualification in Photography, Media, Visual Communication, Digital Media, or a related field. • Minimum 3 years of relevant photography, photo-editing, or visual media experience. • Portfolio demonstrating photography and professional photo-editing ability. • Experience preparing photography for digital and print use. • Experience within the humanitarian, development, charity, or NGO sector would be an advantage.
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