



Manager – Digital (Maternity Cover – 6 Months)

Shaping the Future of Digital Content.

The Chartered Institute for Securities and Investment is the leading Chartered Professional Body for Securities and Investment Professionals globally.

We are seeking a proactive and committed person to work for us in our Colomb office on a full-time basis (9am-6pm) for a 6 month contract.

If you are dynamic and dedicated, we want to hear from you.

Candidate Profile:

- Excellent command of English and a keen eye for detail
- Degree-level education preferred
- Strong communication skills and ability to collaborate with UK-based teams
- Proven ability to manage multiple deadlines and priorities
- Proficiency in Microsoft Office; familiarity with eLearning tools or Adobe Creative Cloud is an advantage

Key Responsibilities:

- Assist in the production and timely delivery of digital and eLearning content
- Coordinate with freelancers and internal teams to manage schedules and updates
- Format and upload content, ensuring accuracy and consistency across platforms
- Proofread educational materials to uphold our publishing standards

Bonus points for experience in:

- eLearning tools or content management systems
- Adobe Creative Cloud

What We Offer:

- A friendly work environment and relevant training
- Medical Benefits, Insurance Cover
- Travel Allowance
- Wellness Allowance

Ready to Apply?

If you are passionate about crafting digital experiences and leading with purpose, we would love to hear from you. Send your resume to careers@cisi.org with “Manager – Digital” as the subject line and take the next step in your digital leadership journey.