Job Vacancy: Video Editor & Social Media Manager

Company: iOSoft Solutions Ltd
Job Type: Full-time
Experience Level: Entry-level
Location: Nairobi, Kenya
Monthly Salary: KES 25,000
Application Deadline: 30th November 2026

About iOSoft Solutions

iOSoft Solutions is a technology company focused on developing and implementing innovative digital solutions for businesses. Through our products and services, we help organisations improve their operations, embrace technology, and achieve growth.

We are looking for a creative, enthusiastic, and digitally savvy **Video Editor & Social Media Manager** to join our team. This is an entry-level opportunity for someone passionate about video production, digital storytelling, and social media who wants to build practical experience while contributing to the growth of a technology brand.

You do not need years of professional experience to apply. We value creativity, initiative, attention to detail, willingness to learn, and the ability to turn ideas into engaging content.

Key Responsibilities

1. Video Editing and Content Production

- ✓ Edit videos for our YouTube channel, social media platforms, website, and other digital channels.
- ✓ Produce engaging short-form videos for platforms such as TikTok, Instagram Reels, Facebook, and YouTube Shorts.
- ✓ Edit longer videos, including product demonstrations, tutorials, interviews, customer stories, educational content, and company features.
- ✓ Add subtitles, transitions, background music, graphics, and other elements that improve video quality and audience engagement.
- ✓ Organise raw footage, audio, images, and other digital assets for easy access and reuse.
- ✓ Ensure all published videos meet the company's quality standards and brand guidelines.

2. Social Media Management

- ✓ Manage and maintain the company's social media accounts, including YouTube, TikTok, Instagram, Facebook, and LinkedIn.

- ✓ Develop and maintain a content calendar to ensure consistent publishing.
- ✓ Write engaging captions, video titles, descriptions, and relevant hashtags.
- ✓ Schedule and publish content according to agreed timelines.
- ✓ Monitor comments, messages, and audience engagement, and help maintain a positive online presence.
- ✓ Identify content trends and opportunities that can help grow our audience and strengthen brand visibility.

3. Content Planning and Creative Development

- ✓ Work with the business development and product teams to understand our products, services, campaigns, and target audiences.
- ✓ Develop creative content ideas that communicate the value of our solutions in a simple and engaging way.
- ✓ Assist in planning video shoots, interviews, product demonstrations, and other content-creation activities.
- ✓ Repurpose existing content into different formats suitable for various platforms.
- ✓ Contribute ideas for campaigns that increase brand awareness, audience reach, and engagement.

4. Performance Tracking and Reporting

- ✓ Monitor basic social media analytics, including views, reach, engagement, watch time, and follower growth.
- ✓ Prepare periodic reports on content performance.
- ✓ Identify successful content formats and recommend improvements based on audience response.
- ✓ Keep up with emerging social media trends, editing techniques, and platform developments.

Requirements and Qualifications

We are looking for someone who demonstrates the following:

- ✓ A genuine interest in video editing, digital content creation, and social media management.
- ✓ Basic knowledge of video editing tools such as CapCut, Adobe Premiere Pro, Canava, DaVinci Resolve, or equivalent software.
- ✓ Basic understanding of platforms such as YouTube, TikTok, Instagram, Facebook, and LinkedIn.
- ✓ Good written and verbal communication skills.
- ✓ Creativity and an eye for visual storytelling, composition, and detail.
- ✓ Willingness to learn, receive feedback, and improve continuously.
- ✓ Good organisational skills and the ability to meet deadlines.
- ✓ A proactive attitude and the ability to work independently as well as collaboratively.

- ✓ A certificate, diploma, or degree in Film Production, Multimedia, Digital Marketing, Communication, Journalism, or a related field is an advantage, but practical skills and demonstrated creativity are equally important.

Professional experience is not mandatory. Applicants with personal projects, school projects, a small YouTube channel, or independently created videos are encouraged to apply.

What We Offer

- ✓ A starting monthly salary of **KES 25,000**.
- ✓ An opportunity to build practical experience in video production and digital marketing.
- ✓ Exposure to technology products, business development, and digital brand building.
- ✓ Opportunities to develop a professional portfolio through real projects.
- ✓ A collaborative environment that encourages creativity, learning, and professional growth.

How to Apply

Interested candidates should send the following to careers@iosoftsolutions.co.ke:

1. An updated CV.
2. A short cover letter explaining their interest in the role.
3. A portfolio or samples of their video editing or content creation work. Links to YouTube videos, TikTok content, Instagram Reels, or a Google Drive portfolio are acceptable.

Applicants without formal work experience may submit personal or academic projects as samples of their work.

Email subject: Application – Video Editor & Social Media Manager

Application deadline: 30th November 2026.

Only shortlisted candidates will be contacted.

For more information about iOSoft Solutions, visit www.iosoftsolutions.co.ke.

Join iOSoft Solutions and help us tell our story through creative, engaging, and impactful digital content.