



INTERNAL AND EXTERNAL RECRUITMENT

NOTICE, N°: 002/COMM ET MED/CPGLA/September/2023.

About a year and 6 months ago, the leaders of twelve local organizations in the DRC and Burundi initiated the “ **Consortium** ” whose mission is to contribute to the reconstruction of the broken hearts and lives of victims of armed conflicts in the Greater Region. African Lakes by giving them the hope of becoming themselves, capable of working to support themselves far from armed conflicts and violence. The consortium does joint work in the program of education, health and nutrition, food security, peace and conflict resolution, etc. The staff is made up of representatives of member organizations who work as volunteers and intervene with professionalism and commitment while respecting cultures.

In order to improve its services, the consortium decides to launch a recruitment offer for the position of communications and media management officer.

- Number of vacancies: 1
- Position level: Coordination Executive
- Type of contract: linked to the task
- Publication date: 09/26/2023.
- Deadline for submitting an application; on 10/25/2023 at 3 p.m.

Main objectives of the position

Under the direct supervision of coordination, the main objective of the position of communications and media management officer is to manage publication tools, analyze documents and summarize before publishing.

The direct holder of this position must:

- Play a crucial role in website and social media management
- Ensure that publications are up to date and at the appropriate time
- Search for reliable information through member organizations
- Provide stakeholders with daily activities carried out

- Identify and develop other types of reports to improve the publication system.

Key Responsibilities:

- Prepare and present monthly and quarterly reports;
- Support line managers in training employees in publication management;
- Prepare, develop and maintain a system for receiving, documenting and responding to publishing reports and complaints;
- Be aware of all activities carried out by the consortium;
- Carry out periodic inspections and monitoring of activities to be published;
- Lead the strategy, planning and execution of internal and external communications, in accordance with coordination;
- Design and coordinate internal and external events to be published;
- Support supervisors of member NGOs on the quality of images to be published;
- Provide formative supervision in the production and management of images;
- Identify data errors and identify the root cause;
- Monitor communication and event outcomes and continually improve future plans;
- Manage and coordinate the website in collaboration with the coordinator.

Minimum Qualifications:

- Diploma in business informatics, communication and media management and/or other similar disciplines;
- At least 3 to 5 years of experience in similar functions within a national or international organization,
- Structured and methodical; excellent attention to detail;
- Perfect knowledge of MS Office software;
- Fluency in French and English;
- Excellent writing and communication skills;
- Strong publishing skills,
- Well organized, proactive, agile,
- Ability to manage stress and work under pressure and to tight deadlines
- Great integrity and sense of trust,
- Female candidates are encouraged

Place of work : Online and sometimes field trips in Burundi and DRC.

How to apply

Applications must be addressed to the coordination of the consortium of the African Great Lakes Region and transmitted via the email address: regiongrandlac.ong9@gmail.com no later than 10/25/2023 at 3 p.m.

The Application file includes: Cover letter, CV, a copy of diploma and certificate of service rendered.

NB: - the cover letter and the email sent must have the recruitment notice number in the subject line.

- Only selected applications will pass the selection competition.

For the consortium

Dr. Dieudonné Bisibo Alimasi MD
Coordinator